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Although there is a central thread of consistency in objective, organization and procedures in institutions of higher education, differences in educational terminology tend to mislead or confuse both the educationists and the general public. This pamphlet contains a collection of the terms most commonly used by those working in student personnel services, together with the definitions of each. The terms are presented in alphabetical order, and where alternate labels exist in different parts of the country for the same phenomenon, these alternate labels are indicated. This is an attempt to capture current usage, bur not necessarily to fix either the terminology or the phenomenon described. It is a definition of terms, not a manual of procedures, although precise definition should help to clarify procedures. The material was put together during a week-long seminar held in Washington, D.C. in October 1966. It has been further refined in consultation with other associations in higher education, notably the Council of Graduate Schools in the US and the American Association of Junior Colleges. It carries the general approval of 16 educational organizations. (JS)

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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Definitions of Student Personnel Terms in Higher Education

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Prepared by the National Center for Educational Statistics in Cooperation with the American Association of Collegiate Registrars and Admissions Officers.

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Preface

The strength of higher education in the United States as a national force is due to the autonomy permitted the many educational units which make up the entire system.

As a result of this autonomy there have emerged many different kinds of educational institutions, known by different names, sponsored and supported in different ways, established for different purposes, and administered in different patterns. At first glance, it would appear futile to expect any elements of similarity between these diverse organisms; yet, the basic objectives of the educational process—the educational growth and development of the individual student, the liberation of his mind, and his preparation for a useful and productive life—are fundamentally the same in all educational units.

Moreover, subtle unifying influences do exist in higher education. The regional accrediting associations, the professional associations of faculty members working in the same discipline, and the organizations of administrators with common interests tend to bring about a certain kind of standardization. The tendency of students to migrate from campus to campus, and their insistence that this be permitted without prejudice to their securing a degree without loss of time, and the practice of faculty members also to migrate from campus to campus, are also unifying factors. Consequently, there is a central thread of consistency in objective, organization and procedures, in the institutions of American higher education.

However, differences in terminology often tend, because of their dramatic impact, to mislead the casual observer. Common phenomena may occur in abundance, but the terms used to describe these phenomena often vary from one institution to another, or from one region to another. The terms used to describe educational phenomena may be borrowed from outside the field of education, where they may have already acquired broader or different meanings. Clarification of the meaning of terms is important to those working within higher education, so that they may be better able to understand one another, and to the outside public as well so that all may better understand what is taking place in higher education.

This pamphlet contains a collection of the terms most commonly used by those who work in student personnel services, together with

definitions of each. The terms are presented in alphabetical order. Where alternate labels exist in different parts of the country for the same phenomenon, these alternate labels are indicated.

This is an attempt to capture current usage, but not necessarily to fix either the terminology or the phenomenon described, for flexibility must be preserved to allow for further development and evolution. It is not a manual of procedures, but a definition of terms. However, precise definition should point the way to clarification of procedures, and should facilitate accurate reporting of data when requested.

"Higher education" is understood to be a subset of "postsecondary education," primarily concerned with liberal and professional curriculums of a traditionally academic nature. No further attempt is made to define either "higher education" or "postsecondary education"; their limits are obscure and will constantly change. The usefulness of the definitions contained in this volume will not be diminished by failure to delimit further the universe in which they are found.

The American Association of Collegiate Registrars and Admissions Officers (AACRAO) has long been concerned with proper terminology and adequate definitions for the phenomena of the higher education process. Its first publication in this field, *A Glossary of Terms Used by Registrars and Admissions Officers,* appeared in April 1956. Edited and prepared by Robert E. Mahn, Registrar of Ohio University, the *Glossary* represented a compilation of terms found in college catalogs, AACRAO publications, and in general use among registrars and admissions officers at that time.

The *Handbook of Data and Definitions in Higher Education,* published by AACRAO in 1962, expanded the scope of the *Glossary* by including terms from the areas of finances and facilities, aids and awards, and higher adult education, and at the same time updated the terms in student record accounting used by the typical registrar or admissions officer.

The Council of Student Personnel Associations in Higher Education (COSPA) was organized in 1963 to serve as a general clearinghouse for exchange of information about the professional activities being carried on by its constituent organizations. Recognizing the need for definitions of terms in student personnel services, AACRAO expanded its Committee on Data and Definitions by adding representatives from the organizations that make up COSPA, for the task of identifying and defining for a future publication the important terms in student personnel services.

This Committee, under the Chairmanship of C. R. Baird, of Kansas State College of Pittsburg, did a great amount of valuable preliminary work during 1964–65 and 1965–66, gathering and refining additional material.

The establishment of the National Center for Educational Statistics within the U.S. Office of Education in 1965 further emphasized the

need for recognized documentation and definition of the fundamental terms in higher education, in its expanded program for data collection. Paul Mason, specialist in higher and adult education for the Center, proposed that the AACRAO-COSPA Committee be employed as consultants to develop material for a manuscript defining the terms in the student personnel services and that the U.S. Office of Education publish and distribute the material.

The material appearing in this publication was put together in a week-long seminar held in Washington, D.C., in October 1966. It has been further refined and edited in consultation with representatives of other associations in higher education, notably the Council of Graduate Schools in the United States and the American Association of Junior Colleges; it is therefore a product of the rich and diversified backgrounds of the persons and organizations that cooperated in its production. It carries the general approval of the organizations listed, whose representatives served as the Committee to put it in its present form.

No claims are made for perfection or complete coverage, but it is hoped that this publication will be useful to those who work with students, and may serve as a point of departure for future revision and expansion.

James K. Hitt, *Chairman*
Registrar, University of Kansas

A

ACADEMIC. A term in higher education pertaining to an instructional program or course work. This term is sometimes used to refer to the theoretical, literary, classical, or liberal rather than the technical or professional.

ACADEMIC COSTUME. Garments, consisting of special caps, gowns, and hoods of various forms, worn by students and faculty on special academic occasions, such as commencement and inauguration of president.[1]

ACADEMIC DISMISSAL. See *Dismissal, Academic.*

ACADEMIC PROBATION. See *Probation, Academic.*

ACADEMIC RECORD. See *Record, Official Educational.* See also *Transcript.*

ACADEMIC STANDING OR STATUS. See *Standing, Academic.*

ACADEMIC WARNING. See *Warning, Academic Year.*

ACADEMIC YEAR. The period of the regular session, generally extending from September to early June, usually divided into two semesters or three quarters. See *Calendar.*

ACCEPTANCE. Approval, or notification to the applicant of approval, of an application for admission. See *Admission.*

ACCEPTANCE FEE. See *Fee, Acceptance.*

ACCREDIT OR ACCREDITATION. The process of designating an educational institution as having met minimum standards established by an accrediting agency.[1]

ACCREDITATION CRITERIA. An agency's or association's established qualitative and quantitative standards by which it evaluates an educational institution to determine whether it merits accreditation. Evaluation includes judging in light of educational programs and facilities, admission practices, student personnel services, institutional study, training and experience of instructional staff, financial stability, and library resources as compared with the stated educational objectives of the institution.

ACCREDITING ASSOCIATION, COUNCIL OR AGENCY. An organization that establishes criteria for judging the quality of the offerings by educational institutions, determines the extent to which

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[1] From *Directory of Education,* Carter V. Good, Editor, Copyright 1959, McGraw-Hill Book Co., Inc. Used by permission of McGraw-Hill Book Co.

institutions meet these criteria, and issues a list of the institutions, courses, or educational programs found to be of acceptable quality. Members voluntarily meet the criteria of membership as defined by the accrediting organization. An institution's accreditation status determines in large measure the acceptability of its credits by other institutions.[1]

ACTIVITIES CARD. See *Student Activities Card.*

ACTIVITIES FEE. See *Fee.*

ADMINISTRATION. (1) The determination and execution of policies subject to the authority delegated by an institution's governing bodies; (2) the officers who determine and execute such policies. Administrative personnel may be classed as general, those serving the institution as a whole; and departmental or divisional, those engaged in the administration of a department, division or component college of a university.

ADMISSION. (1) The permission to enroll granted to an applicant; (2) the process by which a prospective student receives instructions and forms, submits an application and credentials, and receives a decision. Eligibility for entrance to the institution is evaluated and a decision on admission is given. Criteria generally used as a basis for decisions include previous academic records, personal interview, recommendations, entrance examination and other information provided by the applicant. Additional criteria may include personal and health qualifications as well as place of domicile.

ADMISSION, COMPETITIVE. A type of selective admission in which not all qualified applicants are admitted because of limitations on the number which can be accommodated.

ADMISSION, CONDITIONAL. See *Admission, Provisional.*

ADMISSION, EARLY. A practice followed by some institutions of permitting superior students to matriculate in college without graduation from high school. The usual pattern is to admit such students upon completion of the junior year in high school. "Early Admission" is not to be confused with "Early Decision Admission," whereby a student completes high school but receives an early decision on his application.

ADMISSION, EARLY DECISION. An arrangement by which a college or university considers an application earlier than usual and gives the applicant a decision in advance of the normal notification date, usually in the early part of the applicant's senior year in high school. In formal "Early Decision" plans the student must agree not to apply elsewhere until he has had a decision on this first choice application and must further agree that he will enroll if admitted.

ADMISSION, PROVISIONAL. Admission granted to students who do not fully meet all admission requirements. The deficiency may be

[1] See footnote on page 1.

related to the lack of specific courses in a student's background; level of previous scholastic achievement; or a required certificate, diploma, or degree. The student may be given regular status after a term or year of satisfactory performance or after the specific admission condition has been removed. Sometimes called conditional or trial admission. See *Deficiency, Admission or Entrance.*

ADMISSION, RESTRICTIVE. See *Admission, Selective.*

ADMISSION, ROLLING. A procedure by which decisions are made and applicants notified as soon as their applications are ready for action. Under this procedure admissions decisions are made continuously throughout the year, as opposed to the "precipice" plan in which applications are pooled during the year and all decisions made within a limited time, usually in the spring, and announced on a specified date.

ADMISSION, SELECTIVE. Exercise of discretionary powers of selection by an institution of higher education. Selection is based on merit as determined by the college rather than on order of application and is limited to those who are judged to have a reasonable probability of success in their chosen program of studies. Academic achievement, recommendations, reports on character, personal qualities, and entrance examinations are important elements in the selective admission procedure. Personal interviews are sometimes required. The policy is sometimes referred to as restrictive admission.

ADMISSION, SPECIAL. Admission granted on an individual basis, on consideration of the candidate's age, personal recommendations, and examination results, to those who do not meet the general admission requirements. See also *Student, Special or Unclassified.*

ADMISSION, TENTATIVE. Admission granted on the basis of submission of transcripts showing satisfactory quality of previous work but being incomplete in the sense that current or proposed academic work is incomplete or that transcripts of completed work are not on file. This status generally applies to the transfer student.

ADMISSION, TRANSIENT. Admission for a limited period of a student who is regularly enrolled at another institution.

ADMISSION, TRIAL. See *Admission, Provisional.*

ADMISSION, UNCLASSIFIED. See *Admission, Special.*

ADMISSION, UNCONDITIONAL. The status granted to an applicant who meets the prescribed admission requirements of the institution and the specific subject requirements for the curriculum he wishes to pursue.

ADMISSION BY EXAMINATION. The method of admission which requires a candidate to pass entrance examinations. In private colleges this is usually a part of the selective admission procedure. In many public colleges, examinations are used for candidates who do not present a satisfactory certificate of graduation from a secondary school.

ADMISSION DEFICIENCY. See *Deficiency, Admission or Entrance.*

ADMISSION POLICY. The rationale which determines the applicants who shall be admitted to an institution. Consideration is given to the role assigned to the institution by its governing body; the programs, resources and facilities of the institution; and the qualifications and goals of the applicant.

ADMISSION TEST. A test used in the admission procedure. It may be used as a part of the selective admission procedure or, as in some public colleges, as a device for validating work of doubtful quality. See *Admission by Examination.*

ADMISSION TO ADVANCED STANDING. Status granted on the basis of credit earned at another college or on the basis of demonstrated educational attainment beyond the minimum required for admission to Freshman Standing. See *Credit, Advanced Standing.*

ADMISSION TO CANDIDACY. See *Candidacy, Admission to.*

ADMISSION TO FRESHMAN STANDING. Status granted on the general minimum requirement of graduation from an approved secondary school. Variously required also are a specified subject pattern of secondary school units, a grade average or other measure of quality, rank in class, character report, principal's certification and recommendation, specified age, and test scores.

ADMISSION TO GRADUATE STANDING. Advancement from undergraduate to graduate status. For admission to graduate standing, an accredited baccalaureate degree and a specified grade average are generally required. Examinations may also be required. Frequently the graduate dean or the dean of the student's major department and/or a committee must approve the applicant, and personal recommendations may be required. Admission to a graduate school gives the privilege of taking course work; it does not imply that the student will later be admitted to candidacy for a degree.

ADMISSION WITH DEFICIENCY. See *Admission, Provisional.*

ADMISSIONS, DIRECTOR OF. A title frequently used for the officer who is charged with the responsibility of admitting students. Other titles assigned to the position are Admissions Officer, Examiner, and Dean of Admissions. Many colleges use the title Registrar as inclusive of the admissions function.

ADMISSIONS CENTER. An agency or organization which assists prospective college students with the selection of an appropriate college to which the student may apply. The agency provides the student with information about a variety of colleges and may provide member colleges with lists of prospective students.

ADMISSIONS COUNSELING. Guidance offered to prospective college students to acquaint them with such matters as the choice of a college, the factors that are considered for college admission, the nature of studies at various levels, and the relationship of secondary school experience to admission and success in college, the outlook

and objectives of college and university study, and the kinds of preparation necessary for the various occupational or professional goals.

ADMISSIONS COUNSELOR. A professional staff member in the admissions office who provides information and advice for prospective applicants, parents, school counselors, and other interested persons. His usual duties will include participating in college days and nights, making individual visits to high schools, conducting interviews with applicants, assisting on admissions decisions, and answering correspondence.

ADULT EDUCATION, HIGHER. Programs offered by a college or university which provide opportunities for adults and out-of-school youth to further their education. Programs are usually planned with one of the following objectives in mind: opportunities for professional or career advancement; assistance to government or voluntary agencies in the study and/or solution of community, urban, state, and national problems; education for citizen responsibility; opportunities for expansion of cultural knowledge and interests. These programs may be credit or noncredit; undergraduate, graduate, or postgraduate; professional or nonprofessional. They may be classes, conferences, short courses, correspondence courses, etc. They may be held on campus or elsewhere. They are usually offered by a distinct administrative unit, e.g., Extension Division, Evening College.

ADVANCED PLACEMENT. See *Placement.*

ADVANCED STANDING CREDIT. See *Credit, Advanced Standing.*

ADVISEE. A student receiving advice, information, and assistance in planning and executing his educational program.

ADVISER. A member of the college staff (usually a member of the instructional faculty) assigned to assist a student with academic planning.

ADVISER, FOREIGN STUDENT. See *Foreign Student Adviser.*

ADVISING. The process of assisting the student in clarifying his educational objectives, to plan his program, and to utilize his resources, with emphasis on meeting departmental and institutional requirements for graduation.

AID, STUDENT. See *Financial Aid.*

ALPHAMERIC NUMBER. A number sometimes assigned to students in such a way that the numeric sequence will also result in an alphabetic sequence. The number may be used as a student number for filing or other purposes of identification.

ALUMNUS. One who has attended or has been graduated from a particular school, college, or university.

ANNUAL. A term used as a synonym for yearbook. See *Yearbook.*

APPLICATION FEE. See *Fee, Application.*

APPLICATION, MULTIPLE. Application for admission to two or

more institutions of higher education for enrollment in the same term.

ASSISTANTSHIP. A position in teaching, administration, or research, generally limited to graduate students. An assistantship differs from a fellowship in that it (1) rarely permits full-time study, (2) may, particularly in research, direct the student's efforts into fields of the institution's or sponsor's choosing, and (3) constitutes compensation for work performed whether or not it bears direct relation to the student's program of studies.

ASSOCIATE DEGREE. See *Degree, Associate.*

ATTEMPTED, HOURS OR CREDITS. Those course credits for which a student has been enrolled and has received a passing or failing grade. The total may include credit in courses in which grades of incomplete, condition, satisfactory or passing are earned if grade points are assigned to these grades. The total does not include credit in courses in which a grade of withdrawal or withdrawal passing has been received.

ATTENDANCE, DATES OF. The period covered by each term. For record purposes, each semester, trimester, quarter, or term is designated by the academic year; each summer session is dated by the calendar year and the length of the session in weeks. The beginning and ending date of a term are generally the first day of classes and the last day of the final examination period respectively. See *Calendar.*

ATTRITION. (1) A term referring to the portion of a class of students which failed to re-enroll for a subsequent term (voluntarily or involuntarily) without completing degree requirements; (2) less commonly, the term may refer to the loss of those accepted applicants who failed to enroll.

AUDITOR. One who enrolls for instruction without credit. Regular attendance at class without other participation is customary.

AWARD. (1) Recognition given for achievement; (2) one of several designations recognizing the completion of an educational program; (3) the assignment of all forms of student financial aid.

B

BACCALAUREATE. (1) A term relating to the bachelor's degree; (2) the service or exercise, usually separate from the commencement exercise, at which a baccalaureate sermon is delivered.[1]

BACHELOR'S DEGREE. See *Degree, Bachelor's.*

BATTERY, TEST. See *Test Battery.*

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[1] See footnote on page 1.

BLOCKED COURSES OR SCHEDULE. A group of courses or a course reserved at a certain time for a selected group of students. Blocked courses are frequently associated with the student teaching program which allows students to take courses half the term and perform their student teaching during the other half of the term.

BOND, STUDENT. A requirement by some colleges that some or all students post bond on being admitted. Executed by the parent or guardian or other person or corporation satisfactory to the college, the bond guarantees payment of any and all charges which the student may incur.

BRANCH. A unit of an academic institution which aims, at least in part, to replicate the functions or programs of education offered by the parent institution (or main campus). A branch usually has its own local general-administrative officers and may have its own separate faculty. However, a branch does not generally possess a significant degree of autonomy with respect to its educational activities.

C

CALENDAR. The system by which the institution structures its school year. The three common types of calendars are the semester, the quarter, and the trimester. The semester calendar is generally composed of two semesters of about 17 weeks of classes each inclusive of final examinations, running from September to June, plus a summer session. The quarter calendar is composed of four terms usually with 11 weeks per term of instruction, including final examination. The summer quarter is sometimes subdivided into terms of shorter length. The trimester calendar is composed of three 15-week terms including final examinations. The third trimester may be subdivided. Some institutions do not offer instruction in the summer. See *Academic Year; School Year, Summer Session.*

CAMPUS. The land areas and facilities used by an institution in its programs of instruction, research, or service.

CANDIDACY, ADMISSION TO. A term that refers to admission to candidacy for the master's or for the doctor's degree after specified requirements have been met.

CAREER COUNSELING. See *Guidance, Vocational.*

CAREER INFORMATION LIBRARY. An organized file of information about career requirements, opportunities, and rewards. It may be a part of the main library collection or housed in a placement or counseling center. See *Guidance, Vocational.*

CARNEGIE UNIT. A unit for measuring the amount of secondary school work. One unit normally represents a year's study of 1 subject in a class meeting comprising not less than 120 60 minute recitation

hours or their equivalent. Originally, the system assumed 16 units of work in a 4-year period as minimum for high school certification. The Carnegie Unit was defined originally by the Carnegie Foundation for the Advancement of Teaching.

CATALOG. The publication, usually issued annually or biennially, to present the information needed by students and prospective students, by the faculty and staff, by advisers, registrars, and admissions officers, and by others who require a view of the educational program of an institution. The catalog may be published as one publication or as a separate bulletin of information and additional bulletins of the colleges and the schools of a university. It is considered the basic publication, the general reference for information and authority. It is sometimes referred to as *The Bulletin, The Calendar,* or *The Register.*

CENSUS DATE. An established date each term on which a count of enrollments is made for report purposes.

CERTIFICATE. (1) A document issued by a constituted authority which certifies eligibility to teach; (2) a brief official statement of facts selected from the records, as contrasted with an official complete transcript; (3) an award for the successful completion of a college-level course or program, generally of one or two years' duration.

CERTIFICATE, HIGH SCHOOL EQUIVALENCY. A document issued by a State department of education certifying that a person has completed the equivalent of a high school course; accepted by some colleges in lieu of evidence of graduation from high school.

CERTIFICATE OF COMPLIANCE. See *Foreign Student Documents, Sailing Permit.*

CERTIFICATE OR DIPLOMA CREDIT COURSE. See *Course, Certificate or Diploma Credit.*

CERTIFICATE PROGRAM. A sequential program of study in higher adult education, leading to a certificate or other similar formal nondegree award, such as a diploma or professional designation.

CHALLENGE. A term in use at some colleges to describe a variation of credit by examination. The student is permitted to seek credit in a course by writing a comprehensive examination before completing the course or without enrolling in the course.

CHARTER. A legal document granting certain powers and specifying duties, responsibilities, and liabilities given to the corporation by the State or political subdivision. A privately controlled school usually has a charter granted by the State.[1]

CHECK, DEGREE. See *Degree Check.*

CLASS. (1) A regularly scheduled meeting of a course or section of a course; (2) the series of regularly scheduled meetings in the course of a term; (3) a group of students assembled for instruction; (4) a

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[1] See footnote on page 1.

group of students whose graduation date is the same, e.g., freshman, sophomore, junior, senior. See *Year Level, Student.*

CLASS, HIGHER ADULT EDUCATION. The regularly scheduled meeting of a higher adult education course, or a group of students who meet regularly at any hour for a course which is part of the adult education program of an institution of higher learning. The class may be held at the institution or at other locations.

CLASS CARD. A document used in controlling the assignment of students to sections of courses. It may also be used as a ticket of admission or as a device to collect grades at the end of the term.

CLASS SCHEDULE. See *Schedule, Class.*

CLASSIFICATION. A student's status in respect to progress toward the completion of his curriculum, usually based upon the number of hours or courses to his credit at the time of registration. Some institutions add a scholarship requirement for advancement to another class. Classification is for extracurricular as well as academic purposes. See *Year Level, Student.*

CLEARANCE. The removal of a hold or encumbrance by the office which has requested the hold or encumbrance. Clearance usually involves a release to register a student or issue a transcript. See *Hold.*

CLOCK HOUR. One hour of instruction given one student. Class periods of from fifty to sixty minutes are usually counted as one clock hour.

CO-CURRICULAR ACTIVITY. An activity not falling within the curriculum, but closely correlated with it. The term usually refers to activities developed to supplement a curricular program, such as debate, forensics, and the band.

COLLEGE. See *Institution of Higher Education.*

COLLEGE, EVENING. See *Evening College.*

COLLEGE, UNIVERSITY. An administrative unit for lower-division students, with or without its own faculty. It is a common designation for an Evening College. See *Evening College.*

COLLEGE CORPORATION. A body politic and corporate as defined in the charter, usually consisting of the president and trustees.

COLLEGE LEVEL COURSE. See *Course, College Level.*

COLLEGE SURVEY. See *Survey, Institution.*

COLLEGE/UNIVERSITY UNION. See *Union, College/University.*

COMBINED DEGREE. See *Degree, Combined.*

COMMENCEMENT. The graduation ceremony. See *Graduation.*

COMMITMENT, LOAN. See *Loan Commitment.*

COMMONS. A term sometimes used to designate a student center or college union. It is also used to designate a dining hall. See *Union, College/University.*

COMMUNITY COLLEGE. A 2-year institution of higher education, generally public, offering instruction adapted in content, level, and schedule to the needs of the community in which it is located. Offer-

ings usually include a transfer curriculum (credits transferable toward a bachelor's degree), occupational (or terminal) curriculums, general education, and adult education. So far as possible, courses are offered in morning, afternoon, or evening hours according to the general convenience of the clientele. In addition to organized curricula, offerings may also include short courses, special lectures, etc., of interest to the community or to groups therein. Most of the students live within the community. Note: The term "community college" generally refers to an independently organized institution (either public or private), or to one which is organized as part of a local public school system. While there is no hard and fast distinction between the terms "community college" and "junior college," the former is more community-centered with respect to both curriculums and administration; it is also more likely to derive a larger portion of its funds from local sources (including local taxes), and to be more largely under purely local control. See *Junior College.*

CONCENTRATION, FIELD OF. See *Major.*

CONCURRENT REGISTRATION OR ENROLLMENT. See *Registration, Concurrent.*

CONDITION. A grade or mark reported when work is deficient in some respect but not of such character as to deserve a failure. After a stated time the removal of the condition may be prohibited and the mark left permanently on the record or changed to failure.

CONFERENCE. An organized educational meeting which has the purpose of bringing together a group of participants and a group of resource people to work together to develop new ideas and plans, to share new information and views, and to diagnose problems. Typically, it meets three hours or more in continuous session except for free periods for meals and afternoon and evening recesses. It may or may not offer credit and may be held on the campus or elsewhere.

CONFERENCE, PRINCIPAL-COUNSELOR-FRESHMAN. A program at some colleges which aims at articulating secondary school and college instructional programs and at promoting better relations between colleges and secondary schools. Students are given the chance to discuss their adjustment problems and needs with their former principals and counselors at the time they are invited to the campus, and both principals and students are permitted to discuss some of these problems and needs with college teachers and counselors.

CONFERENCE, RESIDENTIAL. A conference extending over a period of more than one day and including temporary residence at or near the conference location.

CONFIDENTIALITY. The responsibility (ethical, moral, and often legal) not to divulge information of a personal nature that has been obtained in the course of a professional relationship except: (1) when necessary to prevent an individual's serious injury to himself and/or

to another person, and (2) when ordered by competent judicial authority to release such information when the applicable laws do not grant the immunities of privileged communication. See *Privileged Communication.*

CONSENT. The granting of permission, usually in writing, to divulge information of a confidential nature, or to accept participation in some medical or experimental procedure. Parental consent is ordinarily required for minors.

CONTINUATION STUDY, CENTER FOR. A facility at an institution of higher education where adults enroll for short courses of study, conferences, or institutes. The facility usually houses the offices for the administration of all general extension services.[1]

CONTINUING EDUCATION. (1) Any extension of opportunities for reading, study, and training at the higher education level to young persons and adults following their completion of or withdrawal from full time school or college programs. The service is usually provided by special schools, centers, colleges, institutes or by separate administrative divisions such as University Extension. Continuing education usually emphasizes flexible rather than traditional or academic programs. (2) For special reference in the field of higher adult education, see *Adult Education, Higher.*[1]

CONTRACT PROGRAMS. Special well-defined programs sponsored by the U.S. Government, a foreign government, foundation, or other organizations to provide instruction, research, or other special learning opportunities in the U.S. or in foreign countries.

COOPERATIVE EDUCATION. An application of the Work-Study-Plan specifically applied to baccalaureate and graduate education in which students alternate between periods (often 3 months long) of full-time academic study and full-time employment in responsible, educative jobs. Work periods are supervised by the employer with the college or university representative giving surveillance to the work assignment and to the performance of the student worker. Comprehensive reports are usually required at the end of each work period. Minimum requirement for the baccalaureate degree with "co-op" credit is generally 12 months of progressive work experience (in addition to the regular academic requirements) in occupations adding depth and breadth to the discipline studied. The plan uses real life situations as laboratories in which theories and hypotheses are effectively tested. "Co-op" students at work receive prevailing wages for the level of work performed. See *Work-Study-Plan.*

CORRESPONDENCE COURSE. See *Course, Correspondence.*

CORRESPONDENCE CREDIT. See *Credit, Correspondence.*

COUNSELEE. A person participating in a counseling relationship with a professional counselor.

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[1] See footnote on page 1.

COUNSELING. A process usually involving direct contact of students with a counselor, individually or in groups, to help students better understand themselves, their position in college and society, their attitudes toward themselves and others, their particular characteristics, as a person, and the opportunities or alternatives available to them.

COUNSELING, VOCATIONAL. Assistance to individuals in making vocational choices and clarifying vocational goals. It often involves testing and interpretation of aptitudes, interests, personality factors, etc.

COUNSELING GROUP. Activity in which a small group of students work with a counselor toward an understanding and solution of personal, social, vocational, and educational problems. The focus is on group interaction.

COUNSELOR. A person whose principal task (usually through confidential interviews with individual counselees or a small group of counselees) is to help students make choices which lead to solutions to their educational, vocational, social, and personal problems.

COURSE. Organized subject matter in which instruction is offered within a given period of time and for which credit toward graduation or certification is usually given.[1]

COURSE, CERTIFICATE OR DIPLOMA CREDIT. Commonly a course which does not carry credit toward an associate or other degree, but the completion of which is recognized by a certificate or diploma. Such a course is sometimes specified, for greater clarity, as a nondegree credit certificate course, or a nondegree credit diploma course.

COURSE, COLLEGE LEVEL. A body of subject matter above the level of the secondary school organized by an institution of higher learning which may be presented in the form of a class, conference, institute, etc., and which may or may not carry credit toward an associate, bachelor's or higher degree, or other formal awards such as a certificate or diploma.

COURSE, COORDINATED. In reference to higher adult education: (1) A course involving presentation of material from two or more academic disciplines (also termed interdisciplinary course); or by two or more departments, agencies, institutes, committees, etc., of a given institution of higher education; (2) a course presented by two or more educational institutions, or an educational institution and one or more organizations. Either (1) or (2) may also be termed cooperative course, cooperative program, coordinated program, integrated course, integrated program.

COURSE, CORRESPONDENCE. A course of instruction involving a continuing exchange between instructor and student conducted

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[1] See footnote on page 1.

primarily by written communication. There is usually a stated time limit for completion.

COURSE, DEGREE CREDIT. A college-level course that carries credit toward an associate, bachelor's or higher degree, whether in the given institution or by transfer to another institution.

COURSE, HONORS. See *Honors Course.*

COURSE, NONCREDIT. A course, the completion of which is without any formal recognition or award.

COURSE, NONDEGREE CREDIT. See *Course, Certificate- or Diploma-Credit; Course, Noncredit.*

COURSE, OCCUPATIONAL. See *Course, Terminal.*

COURSE, SERVICE. A course, offered by a department, required of students who major in other departments.

COURSE, SHORT. A course in which instruction is scheduled for a period considerably shorter than a regular semester, quarter, term, or session. It is typically either an abbreviation of a standard course in the subject, a presentation of very recent research or developments in a given field, a brief review of a broad area of practical knowledge, a refresher course, or an intensive study of a narrow segment of a subject (often at the postgraduate professional level). Instruction is conducted face-to-face—not by mail, radio, or television. The course may or may not be taken for credit and it may or may not apply toward a degree or other formal award, such as a certificate or professional designation.

COURSE, SURVEY. A course designed to give a general view of an area of study. It may introduce to students an unfamiliar field before they undertake specialized work or provide them with broad, general concepts about an area in which they may not plan to specialize.[1]

COURSE, TERMINAL. A course which is practical or technical in content, as opposed to one designed to meet standards for a bachelor's degree. Credit may be applied toward an associate degree and may be applicable in whole or in part toward a bachelor's degree. See *Curriculum, Occupational (Or Terminal).*

COURSE, TUTORIAL. A course designed to permit a qualified student to do independent work under the direction of a faculty member. The student reports on assignments, and is required to pass a final examination. See *Independent Study.*

COURSE NUMBER. A number assigned to identify a course in a systematic manner. It sometimes designates the department offering the course and usually designates the level of the course as well as the level of the students expected to enroll.

COURSE PREREQUISITE. The preliminary requirement, usually another course, that must be met before a course can be taken.

COURSE TITLE. The descriptive name of a course.

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[1] See footnote on page 1.

CREDENTIAL(S). (1) A certificate stating that the student has been graduated from a certain curriculum or has passed certain subjects; (2) a statement signed by proper authority certifying that a person is authorized to perform certain functions or has been designated as an official representative; (3) a detailed record of an applicant for a position, usually including transcripts of academic records and testimonials relative to previous experience, performance and character; (4) the Confidential file of an applicant sent to prospective employers; (5) teaching credentials. See also *Certificate.*[1]

CREDIT. (1) The quantitative measurement assigned to a course generally stated in semester hours or quarter hours; (2) the recognition awarded for the successful completion of course work. See *Credit Hour.*

CREDIT, ADVANCED STANDING. Credit which an institution accepts towards its degree which the student has not earned in course work at that institution. Such credit may be given (1) for work done at another institution of higher education; (2) by examination; (3) for military service; (4) for college level courses taken in high school. See *Credit, Transfer; Placement.*

CREDIT, COLLEGE LEVEL. Credit above secondary level which is applicable toward an associate, bachelor's, or graduate degree. See *Course, College Level.*

CREDIT, CORRESPONDENCE. Credit earned in a correspondence course.

CREDIT, MILITARY SERVICE. Credit given for military service experience of an educational nature.

CREDIT, POSTGRADUATE PROFESSIONAL. See *Credit, Professional.*

CREDIT, PROFESSIONAL. (1) Credit toward a nondegree certificate or other nondegree formal award such as a professional designation; (2) credit in inservice training for teachers, not applicable toward a degree, but toward advancement in status; (3) credit toward a professional degree.

CREDIT, TRANSFER. Credit accepted from another institution. See *Credit, Advanced Standing.*

CREDIT, VALIDATION OF. A procedure for the establishment of credit toward a degree of transfer credit that was originally accepted provisionally.

CREDIT BY EXAMINATION. A procedure by which a student not formally enrolled in a course may receive credit for the course by passing an oral or written examination. A variation of this procedure, sometimes called challenge, permits the student to take an early final examination during his enrollment in a course to receive credit. See *Challenge.*

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[1] See footnote on page 1.

CREDIT CONVERSION. The process of converting units of credit based on one kind of calendar to units based on a different calendar. In terms of the three most common calendars, quarter hours multiplied by two-thirds equal semester hours. Semester hours multiplied by one and one-half equal quarter hours. Trimester hours are equal to semester hours unless the trimester is of less than 15 weeks' duration, in which case the number of weeks and length of class sessions must be considered.

CREDIT HOUR. The unit by which an institution may measure its course work. The number of credit hours assigned to a course is usually defined by the number of hours per week in class and the number of weeks in the session. One credit hour is usually assigned to a class that meets 50 minutes a week over a period of a semester, quarter, or term; in laboratory, field work, drawing, music, practical arts, physical education or similar type of instruction, one credit hour is assigned for a session that meets 2 or 3 hours a week for a semester, quarter, or term. Quarter credit hours and semester credit hours are the two most common systems of measuring course work. Institutions on the trimester plan generally use the semester credit hour system. Courses offered in a calendar other than semester or quarter, including summer sessions, may be measured in term credit hours or stated in semester credit hours or quarter credit hours. See *Credit, Credit Hour, Semester.*

CREDIT HOUR, QUARTER. A credit hour based on the quarter calendar which is usually divided into terms of 11 weeks.

CREDIT HOUR, SEMESTER. A credit hour based on the semester calendar which is usually divided into terms of 17 weeks.

CREDITS ATTEMPTED. See *Attempted, Hours or Credits.*

CURRICULUM. A program of courses fulfilling the requirements for a certificate, diploma, or degree in a particular field of study.

CURRICULUM, COLLEGE OR UNIVERSITY PARALLEL. See *Curriculum, Transfer.*

CURRICULUM, OPEN-ENDED. An occupational or terminal curriculum offered in a junior college or technical institute designed in co-operation with one or more 4 year colleges or universities in order that credits earned may be applicable, at least in part, toward the bachelor's degree.

CURRICULUM, TERMINAL-OCCUPATIONAL. See *Terminal-Occupational Program.*

CURRICULUM, TRANSFER. A curriculum offered at community or junior colleges yielding credits which are normally accepted by other colleges at full (or virtually full) value toward a bachelor's degree. The designation college or university parallel curriculum is also commonly used.

CUTTING SCORE. The point in a range of test scores which iden-

tifies minimum acceptable performance. This point is also called the cutoff score.

D

DEAN'S LIST. A roster published each term or year listing the names of students (usually full-time undergraduates) who have achieved an honor grade average. Synonym: *Honor Roll.*

DEFICIENCY, ADMISSION OR ENTRANCE. A status designating lack of a specific subject requirement which the student must satisfy before he can be given unconditional admission to an educational institution or to a particular program. The deficiency may be removed by completing work in a secondary school; by taking courses without credit on campus; by doing extra work in the field of the deficiency; by completing courses through correspondence, extension, or summer school; by examination; by attaining a specified level of scholarship in some other manner.

DEFICIENCY REPORT. A notice informing a student that his academic performance is below satisfactory standards. Deficiency reports are commonly prepared for lower division students at midterm and may be sent to parents, adviser, and other authorized persons.

DEGREE. Title bestowed as official recognition for the completion of a curriculum, or for a certain attainment. The first is an earned degree or degree in course; the latter, an honorary degree.

DEGREE, ADVANCED. (1) In liberal arts and sciences, a degree beyond the bachelor's degree (e.g., M.A., M.S., Ph.D.). (2) In professional fields, a degree beyond the first professional (e.g., M.Arch., M.Ed., M.S. in Surgery, Ed.D., Ph.D.). The term does not include such degrees as M.L.S. or M.S.W. (which are generally the *first* professional degrees in the fields of library science and social work, respectively, rather than advanced degrees). Also *not* included are such degrees as M.D., D.D.S., and C.V.M., which again are the *first* professional degrees in their respective fields (advanced degrees in these fields would include, for example, M.S. in Surgery, Ph.D. in Ophthalmology, Dr. P. H. (Doctor of Public Health), M.S. in Orthodontia, etc.). See *Degree, First Professional.* See also *Degree, Graduate.* (3) Loosely or colloquially, any degree which requires more than 4 academic years of work. This usage is to be discouraged as conflicting with the exact meaning of the term in several important professional fields.

DEGREE, ADVANCED PROFESSIONAL. See *Degree, Advanced.*

DEGREE, ASSOCIATE. The designation granted upon completion of an educational program of at least 2 but less than 4 years of college work, generally for the completion of the curriculum of a two-year institution.

DEGREE, BACCALAUREATE. Synonym: *Degree, Bachelor's.*

DEGREE, BACHELOR'S. (1) Any academic degree, earned or honorary, carrying the title of "bachelor"; as in B.A. (Bachelor of Arts), B.S. (Bachelor of Science), B. Arch. (Bachelor of Architecture, B.D. (Bachelor of Divinity), LL.B. (Bachelor of Laws), etc. More specifically the term refers to earned degrees. (2) In liberal arts and sciences, the degree customarily granted upon completion of a course of study normally requiring four academic years of college work (generally A.B., B.A. or B.S.). (3) In professional fields, the first professional degree—except (a) in medical fields, where the first professional degree carries the title of "doctor" (M.D., D.D.S., D.V.M.); (b) sometimes in law, where the J.D. (Juris Doctor) is in some instances conferred as a first professional degree; and (c) in certain other fields such as social work and library science, where the first professional degree is conferred by graduate schools and carries the title of "master" (as in M.S.W., M.L.S.). See *Degree, First Professional;* and *Degree, Graduate.*

DEGREE, COMBINED. An arrangement by which a student may pursue a combined liberal arts and professional curriculum toward both an academic degree and a professional degree. The usual procedure is for the student to receive a bachelor's degree upon completion of 3 years in liberal arts college and the first year of the program in the professional school. The professional degree is awarded after all remaining professional requirements have been met. The arrangement may be between two colleges of the same university or a cooperative arrangement between two separate institutions.

DEGREE, DOCTOR'S. (1) Any academic degree (earned or honorary) carrying the title of "doctor"; as in Ph.D. (Doctor of Philosophy), M.D. (Doctor of Medicine), Eng.D. (Doctor of Engineering—frequently honorary), LL.D. (Doctor of Laws—honorary) etc. The term refers more specifically to earned degrees. (2) The highest academic degree in a given discipline or profession, based generally on (a) 3 or more years of graduate work; (b) satisfaction of a foreign-language requirement (often waived for "applied" doctorates such as the Ed.D.); and (c) completion of a special study issuing in a dissertation approved by a committee of the faculty. At the present time, the two principal doctor's degrees are the Ph.D. (applicable to any of the fields of knowledge recognized by 4-year institutions) and the Ed.D. (restricted to Education); other comparable doctor's degrees include the D.S.W. (Doctor of Social Work or Doctor of Social Welfare), the S.J.D. (Doctor of Juridical Science), the D.F. (Doctor of Forestry), etc. Not included are first professional doctor's degrees (such as the M.D., D.D.S., etc.). For the Ph.D. degree, the dissertation must reflect some original research, usually with theoretical rationale or implications. For the doctorate in applied or professional fields (notably the Ed.D.) the dissertation-study is frequently

more practically oriented: toward technique, toward an improvement in economy, toward the collection and interpretation of statistics, etc. NOTE: The definition (2) is the one usually intended. The exclusion of other earned doctor's degrees (below the highest academic level) is commonly effected by the phrase, doctor's degrees, except first professional.

DEGREE, EARNED. See *Degree.*

DEGREE, FIRST PROFESSIONAL. The first degree signifying completion of the minimum academic requirements for practice of a profession. It may require 4, 5, or more academic years (depending on the particular profession and the particular institution of higher education). A first professional degree is most commonly a bachelor's degree, but sometimes a master's or a doctor's. Examples: B.S.E. and B.S.Ed. (bachelor's degrees in Engineering and Education, respectively; usually 4 years); M.A.T. (Master of Arts in Teaching, 5 years); M.L.S. (Master of Library Science, 5 years); M.S.W. (Master of Social Work, 6 years); LL.B. or J.D. (Bachelor of Laws or Juris Doctor, 6 to 7 years); M.D. (the first professional degree in medicine, 6 to 8 years); etc. See *Degree, Bachelor's; Degree, Master's;* and *Degree, Doctor's.*

DEGREE, GRADUATE. (1) In general, any degree conferred by a graduate division or a graduate school of an institution of higher education. More specifically: (2) All advanced degrees; and also all first professional degrees which are conferred by graduate schools (such as the M.S.W. conferred by graduate schools of social work, the M.L.S. conferred by graduate schools of Library Science, etc.)—but not first professional degrees (such as the M.D., D.V.M., J.D. or LL.B.) which are not conferred by graduate schools. (Notice that all advanced degrees are graduate degrees; but some graduate degrees, first professional degrees conferred by graduate schools, are not advanced.) (3) Loosely, any degree requiring more than 4 academic years of college work. This usage is to be discouraged as excessively inclusive; since some first professional degrees requiring more than four years (such as the D.D.S.), not being conferred by graduate schools, are neither graduate degrees nor advanced professional degrees.

DEGREE, HONORARY. A distinction bestowed in recognition of outstanding achievement or merit.[1]

DEGREE, MASTER'S. (1) Any academic degree, earned or honorary, carrying the title of "master"; as in M.A. (Master of Arts), M.S. (Master of Science), Litt.M. (Master of Letters—honorary), M.S. in Surgery, etc. The term refers more specifically to earned degrees: (2) In liberal arts and sciences, the degree customarily granted upon successful completion of 1 (sometimes 2) academic years of work

[1] See footnote on page 1.

beyond the bachelor's; a thesis may or may not be required. (3) In professional fields: (a) an advanced professional degree next beyond the first professional bachelor's degree (e.g., M.Ed., following the bachelor's degree in Education; LL.M., following the degree of LL.B.; etc.); (b) an advanced professional degree next beyond the first professional doctor's degree (e.g., M.S. in Surgery, following the M.S.); or (c) the first professional degree conferred by a graduate division or graduate school; e.g., the M.S.W. conferred by a graduate school of Social Work. See *Degree, First Professional; Degree, Advanced;* and *Degree, Graduate.*

DEGREE, PROFESSIONAL. A degree signifying the completion of an academic curriculum (minimum or advanced) pertaining to a professional field; e.g., B.S.Ed., M.Ed., M.D., M.S. in Surgery, Ph.D. in Ophthalmology, etc. See *Degree, First Professional;* and *Degree, Advanced*

DEGREE, SECOND BACHELOR'S. An additional first degree for which a student may ordinarily qualify by completing the credit equivalent to an additional academic year of study and meeting requirements for that degree.

DEGREE, SPECIALIST. A professional degree intermediate between the advanced professional (usually the master's) degree and the doctorate. The term is used principally in the field of Education (Ed.S., Educational Specialist).

DEGREE CHECK. The process of analyzing and summarizing the courses and credits earned and comparing them with the degree requirements. A statement of remaining requirements is usually prepared prior to the student's final year. A final check is made prior to granting the degree. Synonym: *Degree Audit.*

DEGREE CREDIT. See *Course, Degree Credit.*

DEGREE IN COURSE. A degree bestowed in recognition of the fulfillment of certain academic requirements. Synonym: *Earned Degree.*[1]

DEGREE OF "ENGINEER". A professional degree—e.g., Ch.E., Chemical Engineer; M.E., Mechanical Engineer; C.E., Civil Engineer; etc.—intermediate between the bachelor's and the doctor's degree in engineering. The degree is sometimes equivalent to the M.S. in Engineering, but more often denotes a great emphasis on achievement in some practical engineering problem. In a few institutions, the "Engineer" degree is intermediate between the M.S. and the doctorate. The practice of awarding the degree is declining.

DEGREE REQUIREMENTS. The requirements prescribed by a college or university for completion of the program for the degree.

DEGREE REQUIREMENTS, CONTRACTUAL RELATIONSHIP. The agreement an institution is considered to have made with the

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[1] See footnote on page 1.

student to award a degree upon completion of the requirements stated in the catalog in effect at the time of his matriculation.

DEGREE WITH DISTINCTION. See *Honors, Graduation.*

DEGREE WITH HONORS. See *Honors, Graduation.*

DEPARTMENT. The basic organizational unit in an institution of higher learning responsible for the academic functions in a field of study. The term *department* may also be applied to an administrative or service unit in an institution.[1]

DIPLOMA. A document attesting to the completion of a formal educational program.

DIRECTOR OF ADMISSIONS. See *Admissions, Director of.*

DIRECTORY. A publication, commonly called the Student Directory, usually containing an alphabetical listing of the names of students, faculty, and administrative staff, together with home address, campus address, and telephone number.

DISCIPLINARY ACTION. Any action taken with reference to a student or a group of students whose behavior is at variance with institutional standards. In practice, disciplinary action refers primarily to the steps taken by the college in recognition of the misconduct of a student or group of students. Such action, although it may be punitive and entail a loss of privilege, is intended to provide the student(s) with a more meaningful learning experience from which will evolve more adequate and mature self-discipline. See *Dismissal, Disciplinary.* See also *Suspension* and *Expulsion.*

DISCIPLINARY DISMISSAL. See *Dismissal, Disciplinary.*

DISCIPLINARY PROBATION. See *Probation, Disciplinary.*

DISCIPLINARY WARNING. See *Warning, Disciplinary.*

DISCIPLINE. (1) A rule or system of rules designed to affect, correct, or perfect the conduct of individuals or groups, (2) a branch of knowledge.

DISCUSSION GROUP. A method of instruction in which the primary emphasis is upon the intellectual interaction of the group members.

DISCUSSION SECTION. The meeting of a class, usually a subdivision of a larger class, for the purpose of allowing individual contribution in the form of discussion, question and answer, and other class participation techniques. The term *quiz section* is sometimes used synonymously.

DISMISSAL. Involuntary separation of the student from the institution. It may not be a permanent separation but neither is a definite time set when return is expected. Terms having the same meaning which are less commonly used are involuntary withdrawal, requested withdrawal, and disqualification. See also *Suspension; Expulsion; Dismissal, Disciplinary;* and *Dismissal, Academic.*

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[1] See footnote on page 1.

DISMISSAL, ACADEMIC. Involuntary separation of a student from his institution because he has not met the academic requirements.

DISMISSAL, DISCIPLINARY. A form of disciplinary action which involves involuntary separation of the student from the institution. See *Expulsion; Suspension.*

DISQUALIFICATION, MEDICAL. (1) The temporary or permanent denial of admission to an applicant whose health problems make it improbable that he can fulfill the responsibilities of enrollment at the institution; (2) the temporary or permanent withdrawal of enrollment privileges from a student whose health problems make him unable to fulfill the responsibilities of continued enrollment. In either case, a medical disqualification is especially likely to be invoked when the individual's health problems are apt to jeopardize significantly the health or welfare of other students.

DISSERTATION. See *Thesis.*

DIVISION. (1) An administrative unit of an institution, usually consisting of more than one department, as the division of the humanities; (2) a unit of an institution based on the year-level of the students, as the junior or lower division, comprising the first 2 years. Courses are also designated as lower division and upper division courses for various purposes; (3) a branch of the institution, either instructional or noninstructional, separate from the program of resident instruction, as the extension division, the division of buildings and grounds, or the division of student personnel services.[1]

DOCTORATE, THE. A word referring to such advanced degrees as the Ph.D. or Ed.D., rather than to first-professional degrees in the medical fields (M.D., D.D.S., etc.), or the J.D. in Law. See *Degree, Doctor's* (especially meaning (2)).

DOMICILE. Domicile is the place in which a person has a settled connection for legal purposes either because his true home is there or because it is assigned to him by law. It is the place where he is generally understood to reside with the intention of remaining there indefinitely or to which he returns after a temporary absence. From the point of view of the public institution, which may need to classify students for the purpose of assessing fees, it is a residence established for a purpose independent of attendance at the university. The term residence as it refers to legal residence is used as synonymous with domicile.

DOMICILE, PRINCIPLES AND PRACTICES OF. In principle: (1) Every person has at all times one domicile, and no person has more than one domicile at a time. A domicile cannot be lost until another is gained. (2) The domicile of a wife is that of her husband. (3) The domicile of an unmarried minor is (a) that of the father during the father's

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[1] See footnote on page 1.

life; (b) that of the mother after the father's death; (c) that of the parent with whom he lives if the father and mother have separate domiciles; (d) that of the parent who was granted custody by the court if the parents are divorced; or if custody was not granted it continues to be that of the parent with whom he lives; but if he lives with neither, it remains that of the father; (e) that of the grandparent with whom he lives, if neither parent is living and no guardian of his person has been appointed; otherwise, it remains at the place where the parent with whom he lived last was domiciled. (4) A guardian of a minor cannot change the domicile of a ward to a State other than the one in which the child was domiciled at the time of the guardian's appointment. (5) An alien cannot begin to establish domicile until he has obtained his first naturalization papers.

In practice, a student's classification as an in-State or out-of-State student at the time of admission is based on what the records show to be his fixed permanent residence. In general: (1) The domicile of a student of less than 21 years of age is in the State where his family has been domiciled for at least 12 months (a number of States require 6 months) immediately preceding the date of original or subsequent registration. The domicile of a student 21 years of age or over is in the State where he has been domiciled for 12 consecutive months subsequent to his 21st birthday or for 12 consecutive months immediately preceding the date of original or subsequent registration. (2) A student whose official records show his own or his parent's domicile to be outside the State is prima facie a nonresident of the State, and the burden is upon the student to prove the contrary. (3) A nonresident of the State at the time of enrollment is held to that classification throughout his attendance as a student except where he can prove that his or his parent's previous domicile has been abandoned and a new one established in the State independently of his attendance at the university. (4) Recognition is given to the guardianship of the person of a minor only if the guardian was appointed in the State in which the child was then domiciled. (5) In general, children of parents who are in military service or in the service of the Federal government and who are stationed in the State, and children of parents who are employed by the State are classified as residents of the State for the purpose of assessing fees during the time that their parents are stationed or are living in the State, without regard for the usual residence requirement of 12 months. Children of parents in military or government service who are stationed elsewhere but who are understood to be primarily residents or citizens of the State are usually classified as residents.

In requesting change of residence classification resulting from the establishment of a new domicile, the burden of proof is upon the

student. Proved actual residence and intention to remain must exist simultaneously in accordance with the principles of domicile.

DORMITORY. See *Residence Hall.*

DROPOUT. Any student who has been enrolled and fails to re-enroll (either voluntarily or involuntarily) for the succeeding term or year (usually exclusive of summer terms) and who has not completed the normal degree or certificate objective of the program or institution concerned.

DUE PROCESS. The organization of disciplinary proceedings to ensure adequate protection and fair hearing to students charged with breach of conduct.

E

EARLY DECISION. See *Admission, Early Decision.*

EARNED DEGREE. See *Degree.*

ELECTIVE. A course in the curriculum in the choosing of which a student has a degree of freedom, as opposed to a required course. The term *unrestricted* or *free elective* denotes that the student has either complete freedom in the selection of a course or freedom of choice among courses in several different fields. A restricted elective is one limited to a certain discipline or group of disciplines, such as an English elective or a social science elective. Restricted electives are sometimes known as group electives.

ELECTIVE, FREE. See *Elective.*

ELECTIVE, GROUP. See *Elective.*

ELECTIVE, RESTRICTED. See *Elective.*

ELECTIVE, UNRESTRICTED. See *Elective.*

ELEMENTARY SCHOOL. See *School, Elementary.*

EMPLOYMENT, FOREIGN STUDENT. Work, the acceptance of which requires permission from the U.S. Immigration and Naturalization service. Foreign student employment is designated as full time, part time, on campus, and practical training. Permission for either full- or part-time employment is granted only if there is economic need, or if the work is part of his educational program.

EMPLOYMENT, STUDENT. See *Financial Aid.*

ENGLISH PROFICIENCY EXAMINATION. See *Examination, Proficiency.*

ENROLLMENT. See *Registration.*

ENROLLMENT, FULL-TIME EQUIVALENT. The equivalent number of full-time students at an established census date, equivalency being established by dividing the total student credit-hours by the assumed normal individual load of credit hours.

ENROLLMENT, TOTAL. The number of different individuals enrolled during a given term or school year. The figure includes all students who have registered, as signified by the payment of fees. The total enrollment does not exclude students who withdraw during the term or the year. See *Registration.*

ENROLLMENT PROJECTIONS. Forecasts of future enrollments for an institution or group of institutions based upon past enrollment data and other factors.

ENTRANCE EXAMINATION. See *Admission Test.*

ENTRANCE REQUIREMENTS. See *Admission.*

ENTRY PERMIT. See *Foreign Student Documents, I–94.*

ENVIRONMENTAL HEALTH. A broad program of preventive and corrective measures aimed at maintaining a wholesome physical environment for students, faculty and employees. Such a program ordinarily includes inspection and advisory responsibility, often under medical direction, for safety measures related to food, water, air, swimming pools, waste disposal, and radiological hazards.

EVALUATION, ENTRANCE. See *Admission.*

EVALUATION, TRANSCRIPT. See *Transcript Evaluation.*

EVALUATION FEE. See *Fee, Application.*

EVENING COLLEGE. The division of an institution of higher education established to provide a higher adult education program. A wide selection of traditional programs is usually offered, the curriculum normally encompassing all schools of the college or university concerned. However, the program is normally presented by one administrative unit, usually under the direction of an academic dean. The college may or may not have a full-time faculty teaching in the evening division. In general, the program is scheduled in late afternoon or evening hours, although there is an increasing tendency to offer such a program during the day. Basically the program is designed for adults, on a part-time basis. However, there is usually a stable student body committed for a certain period of time. It is usually assigned its own specific separate facilities, and there is a tendency to develop a substantial amount of capital equipment.

EXAMINATION, ADMISSION. See *Admission Test.*

EXAMINATION, COMPREHENSIVE. An examination designed to measure proficiency in general areas of learning rather than in a single subject. In colleges that require it for the bachelor's degree, the examination is taken, usually near the close of the senior year, in the student's field of concentration and related fields. Commonly, the term also refers to the examination which must be successfully completed prior to admission to candidacy for an advanced degree. See also *Examination, Qualifying.*

EXAMINATION, COURSE. The final examination given in a course.

EXAMINATION, FINAL ORAL. An examination given to a candi-

date for a graduate degree, usually a doctor's degree, held under the auspices of the student's committee. The candidate must defend his thesis and otherwise satisfy the committee of the faculty of the graduate school that he is competent to receive the degree.

EXAMINATION, GENERAL. See *Examination, Comprehensive.*

EXAMINATION, GRADUATE ADMISSION. An examination required in support of an application for admission in many graduate schools; in others, in support of the application for admission to candidacy for a degree.

EXAMINATION, PLACEMENT. An examination given to establish placement, with or without college-level credit. It is usually taken by prospective college students prior to their first enrollment in college. The basis for taking the examination may be informal learning, high school work, or other learning experiences not otherwise acceptable for establishing placement or standing. See also *Placement.*

EXAMINATION, PRELIMINARY. See *Examination, Qualifying.*

EXAMINATION, PROFICIENCY. (1) An examination taken to meet a graduation requirement, as, for example, an examination to satisfy the requirement of proficiency in the use of English; (2) an examination for foreign students to show evidence of a satisfactory level of English proficiency before admission is granted.

EXAMINATION, QUALIFYING. The examination that is given to determine the student's eligibility for candidacy for a degree. It normally consists of a written and an oral examination. The qualifying examination is sometimes called a comprehensive or preliminary examination.

EXAMINATION, SPECIAL. See *Credit by Examination; Placement.*

EXAMINATION FOR CREDIT. See *Credit by Examination; Examination, Placement;* and *Placement.*

EXAMINATION SCHEDULE. A tabular form or listing of the days, times, and places of meetings for final examinations.

EXCHANGE STUDENT (EXCHANGE-VISITOR). An alien who has entered or remains in the U.S. with a "J-1" visa. See *J-Visa.*

EXCHANGE-VISITOR PROGRAM. A program authorized by the U.S. Department of State for students, scholars, and specialists to enter the U.S. for specific purposes under the sponsorship of institutions and U.S. agencies. A program number is assigned to an authorized institution or agency by the Department of State.

EX OFFICIO MEMBER. A person who is a member of a committee or similar body by virtue of holding an elective or appointive office or sometimes by virtue of former membership in the board or group.[1]

EXPULSION. A disciplinary dismissal usually of a permanent nature. See *Dismissal, Disciplinary.*

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[1] See footnote on page 1.

EXTENSION, UNIVERSITY. Higher adult education programs in undergraduate, graduate, and postgraduate (whether professional or nonprofessional) level classes, conferences, short courses, correspondence courses, discussion groups, community development programs, and other educational services for members of a community. The extension program is usually provided by a distinct division of an institution of higher education, but it may include instructional activities or educational services to the community offered by other departments of the institution. The extension program may serve any of various educational functions and goals, including programs directed toward the study and solution of urban problems. Extension programs vary from part-time study to sequential courses covering several years. The programs may or may not be for resident credit or other type of credit, and may or may not be applicable toward a degree or other type of formal award such as certificate or diploma. They may be formal or informal, and may be offered on the campus or elsewhere.

EXTENSION CENTER. An off-campus facility where undergraduate, graduate, or postgraduate professional level courses are offered on a relative, permanent basis. Complete curriculums are not normally available.

EXTENSION DIVISION. A division of an institution of higher education established to provide a higher adult education program. See *Extension, University.*

EXTRACURRICULAR ACTIVITY. An activity not falling within the curriculum. Usually it refers to those activities which form part of the life of the student but are not part of the courses of study. See also *Cocurricular Activity.*

F

FACULTY. The persons in an educational institution who are engaged in instructional, research, service, or related administrative responsibilities.

FEE. A charge for specific items or services such as application for admission, registration, matriculation, laboratory courses, activities, etc., not covered by, but often collected with, tuition. The term *fee* also designates the charges for general educational services, including instruction, at some institutions, as in registration fee and tuition fee.

FEE, ACCEPTANCE. A fee required by some institutions when notice of admission is received. It is usually not refundable or only partially refundable but is generally applicable to tuition or fees. See also *Fee, Application.*

FEE, APPLICATION. Generally a nonrefundable fee charged by many colleges to defray the costs of handling the candidate's papers and to discourage excessive multiple applications. The fee is sometimes applicable to tuition or fees at registration. It is also referred to as an evaluation fee. See also *Fee, Acceptance.*

FEE, INCIDENTAL. An accessory fee at an institution where tuition is charged. It is not specifically related to instruction, as for example, a college or university union or center fee. See also *Fee, Registration.*

FEE, MATRICULATION. A nonrefundable fee required by many colleges of every student at time of first enrollment.

FEE, NON-RESIDENT. The additional fee that a tax-supported institution assesses students whose domicile is outside the areas (state, district, municipality) from which it draws its tax support.

FEE, OUT OF STATE. See *Fee, Nonresident.*

FEE, REGISTRATION. The designation usually given by nontuition colleges to the educational services charge assessed students each time they register, or, at other institutions, the charge assessed all students for the specific function of registration. The charge is sometimes referred to as the incidental fee.

FEE, REGULAR. A fee paid by all students for educational services, contrasted with special fees or fees for noninstructional services.

FEE, SPECIAL. A fee paid by certain students only and under the conditions indicated, such as a fee entitling a student to private instruction in music.

FEE, TUITION. The fee for educational services that the institution assesses its students at each registration. The term *tuition fee* as generally used is synonomous with tuition. Tuition is the most widely used term to denote the amount of money charged by an educational institution for instruction. In such institutions the term *fee* refers to charges that may be assessed to all students for certain items not covered by tuition, or assessed students only under certain circumstances, e.g., when registering for a laboratory course or private music lessons or when registering late. In public institutions the tuition fee is often designated as incidental or registration fee.

FEE REFUND. A return of all, or a portion of, fees according to a published schedule, to students who have complied with the regulations governing withdrawals.

FEE WAIVER. An arrangement by which certain students are permitted to take all or part of their academic work free by having tuition or certain fees waived. The practice commonly applies to such groups as student assistants, faculty, and faculty dependents. The terms *tuition remission* or *fee* remission are sometimes used.

FELLOW. (1) The holder of a fellowship; (2) a member of a learned literary or scientific society; (3) in some universities, a member or trustee of the corporation.

FELLOWSHIP. A nontaxable gift of money to a student, ordinarily for support of graduate study. The recipient is rarely required to demonstrate financial need. The award is designed to support free inquiry on the part of the student in his field of interest and to provide for his educational expenses and for some or all of his living expenses.

FELLOWSHIP, RESEARCH. A fellowship which requires that a portion of the fellow's time be spent in research. It differs from a research assistantship in that the research is done not for remuneration but as a part of his educational program; therefore the income is not taxable.

FELLOWSHIP, SPONSORED. A fellowship supported by an agency outside the institution of higher education which is nontaxable. The stipend received by the student may be termed a fellowship only if the sponsor, even when designating the general field into which the student may inquire, releases all rights to the results of his inquiry.

FELLOWSHIP, TEACHING. A fellowship which requires that a certain percentage of the fellow's time be spent in teaching. It differs from a teaching assistantship in that the teaching is done not for remuneration but as a part of his educational program and therefore not taxable.

FIELD OF CONCENTRATION OR FIELD OF STUDY. See *Major.*

FIELD WORK. Educational experience acquired by college students in a practical situation generally off campus.

FINANCIAL AID. Financial assistance made available to a student who has financial need. The term covers grants-in-aid, scholarships, loans, and jobs. The term *student aid* is also used.

FINANCIAL AID OFFICE. The office in an institution of higher education which is responsible for providing financial aid and advice to students with financial problems.

FINANCIAL AID OFFICER. The person responsible for administering the financial aid program of a college or university. His title is sometimes Director of Financial Aid.

FINANCIAL NEED. See *Need Analysis.*

FISCAL YEAR. A period of 1 year, not necessarily corresponding with the school year or calendar year, for which the financial program is set up and at the end of which financial accounts are closed and reports made, usually July 1 to June 30 or January 1 to December 31.

FIRST-TIME STUDENT. See *Student, First-Time.*

FOLLOWUP. The study of any group of students or former students of the institution who have shared a common experience to determine if patterns emerge in their subsequent actions or behavior which prove useful in understanding, counseling, and establishing policies for other students; for example, a study of the number of graduates who have entered graduate schools or a study of the number of college dropouts who have resumed their education.

FOREIGN STUDENT. An alien admitted to the U.S. and enrolled in an educational institution.

FOREIGN STUDENT ADVISER. One who assists foreign students in college or university in making an academic, personal-social, and environmental adjustment to campus and community life. He may (a) advise foreign students on such matters as institutional rules and regulations, government regulations and procedures, finances and employment, academic and social standards and customs, resources and opportunities offered by the campus and community, etc.; (b) facilitate mutually satisfying relationships between foreign and U.S. students, and among various nationality groups of foreign students; and (c) encourage development of meaningful and continuing relationships between foreign students and the community. While the tasks he is assigned vary greatly from campus to campus, the foreign student adviser is generally responsible for coordinating services to foreign students. He does not personally try to meet all needs of all foreign students, but refers problems as appropriate to academic advisers, counseling staff, health staff, and others.

FOREIGN STUDENT DOCUMENTS.

Alien Registration Card. The card provided an alien holding an immigrant (permanent residence) visa showing his identity and visa status. This card allows him to depart from and return to the U.S. without further papers.

Arrival-Departure Record. See *Foreign Student Documents I-94.* See also *Foreign Student Terms.*

DSP-66. A certificate of eligibility for exchange visitor status—the immigration form needed by the foreign student or scholar to request a "J-1" visa from the American Consul for the purpose of coming to the United States on an exchange visitor program. This form must be issued by an authorized person in the United States institution or agency.

I-20. A certificate of eligibility for nonimmigrant (F-1) student status, usually first issued by the admissions officer, to be used by the foreign student to apply for an F-1 visa to the United States. The institution indicates acceptance of the applicant as a full-time student and states the conditions of this acceptance including required English proficiency, needed financial resources, and dates of expected arrival. Subsequent I-20 forms used for return after leaving the U.S. may be issued by another authorized person, such as the Foreign Student Advisor. A person is eligible for an F-1 status only if he is without intention of remaining in the United States.

I-94. Entry Permit—The form issued to the foreign student or visitor at the port of entry giving him permission to enter the United States. Records of dates of arrival and departure, extensions of stay and permission for employment are kept on this form which is normally stapled to a page in the passport.

I–538. The immigration form used by the "F–1" foreign student to apply for permission to work.

I–539. The immigration form used by the "F–1" foreign student to apply for renewal of stay.

"J"-visa. The visa issued by the American Consul for a foreign applicant coming to the U.S. under an Exchange-Visitor program. This visa requires the alien to return to his or a cooperating country for a period of two years, at the termination of his program, before applying for an immigrant visa. The spouse and children of a "J–1" person may enter the U.S. on a "J–2" visa.

Passport. The travel document issued by an individual's country of citizenship which permits him to depart from and return to his own country. Vaiidity of passports is usually for a limited period which can normally be renewed at the Foreign Consulate or Embassy.

Sailing Permit. A form which must be presented to the Internal Revenue Service by an alien on an "F–1" or "J–1" visa in order to leave the U.S. Declaration of income and tax paid must be made within the 30-day period before departure.

Statement of *Educational Costs.* An estimate of total school year costs as stated by the U.S. institution on the I–20 form to enable the American Consul to determine the adequacy of the applicant's financial resources. The original I–20 is usually provided by the admissions office.

Statement of *Financial Responsibility.* A document presented by a foreign student to the American Consul or to the receiving U.S. institution to show evidence of adequate financial resources.

Visa, Student. See *Visa.*

Work Permit. An authorization by the Immigration and Naturalization Service which permits a foreign student to work part-time during the academic year or full-time during the summer. Application for the work permit is made by the student on Immigration and Naturalization Form I–538. See *Employment, Foreign Student.*

FOREIGN STUDENT OFFICE. The office responsible for special services to foreign students and often to all foreign visitors on the campus. Coordination or development of other services in relation to the foreign student is also part of the function of this office. This office is often concerned with many aspects of international education including American-foreign student relations, American students and staff abroad, Fulbright advising, public education and the teaching of English as a second language. Some foreign student advisers act as evaluators of foreign credentials in the admission process. Many foreign student advisers encourage and maintain communication with foreign alumni, called returnees, when they have gone home.

FOREIGN STUDENT TERMS. See also *Foreign Student Documents.*

Adjustment of Status. The process of changing from one immigration status to another, such as from nonimmigrant to immigrant.

English Proficiency Requirement. The level of English proficiency, sometimes measured by standardized tests required before a visa is issued by the American Consul. The English proficiency requirement of a receiving institution is stated on the I–20 and may be dependent on its capacity to provide remedial work.

F–1 Student. An alien who has entered the U.S. on an "F–1" visa to be enrolled in a full-time educational program and who is without intention of remaining in the U.S.

Home Hospitality. The opportunity offered a foreign student or visitor to observe U.S. society by visiting an American home. These visits may vary from a few hours to a month.

Immigrant Student. A student who may need the services of the Foreign Student Office but who has entered the U.S. with a permanent resident visa. He is permitted to stay indefinitely; he may work at will; he may or may not study; he may become a citizen; he is subject to selective service. He operates under normal legal and institutional regulations rather than those governing the nonimmigrant student.

J–1 Person. The name given to an alien who holds an exchange-visitor visa.

Nonimmigrant Student. A student who has entered the U.S. holding a visa other than an immigrant visa. Most foreign students enter as an "F–1" or a "J–1" person.

Nonresident Alien. For U.S. income tax purposes, an alien expecting to remain in the U.S. less than two years.

Out-of-Status. The condition of a foreign student who has violated the terms of his stay in the U.S.

Participant. The term often used to designate a person coming to the U.S. under an exchange-visitor program.

Parolee (Foreign Student). An alien who has been permitted to enter the U.S. without complete travel documents. He is usually required to provide the needed papers within a limited time.

Practical Training. The work experience permitted a foreign student under the law for an "F–1" visa for a maximum period of 18 months when recommended by the foreign student adviser and approved by the Immigration and Naturalization Service. Work experience for the "J–1" person may be included in the program arranged by the program sponsor.

Program Sponsor. The authorized agency or institution responsible for planning and supervising the program of a foreign person on an exchange visitor visa. (J–1).

Renewal of Stay (Extension). The act necessary to allow an alien to remain in the U.S. after the expiration date of his entry permit (I-94), usually one year from date of arrival. An alien who has failed to renew permission to stay in the U.S. is out-of-status and hence eligible for deportation. See *Foreign Student Documents I-539.*

Resident Alien (for U.S. income tax purposes). An alien studying in the U.S. for a degree which requires temporary residence in the U.S. for a minimum of two years, even though his intention is at all times to return home.

Sojourn. The time between arrival in and departure from the U.S. of a foreign student or visitor.

Sponsor. A person who agrees to be financially responsible for a foreign student. He agrees to guarantee that the student will not become a public charge. This sponsor should not be confused with the exchange-visitor sponsor.

Visiting Scholar. A foreign person of recognized professional stature entering the U.S. for advanced study or research usually as an "exchange-visitor" on a "J-1" visa and often sponsored financially by an authorized institution or agency.

FORUM. A program format in which two or more specialists discuss an assigned subject or explore a problem or proposed activity. The program is held in a lecture-hall setting, with discussants placed on a platform before audience participants. This format is sometimes called a panel.

FOUR-YEAR INSTITUTION. (1) Literally, an institution of higher education offering 4 years of college-level work culminating in a bachelor's degree. (2) In common usage, distinguished from a 2-year institution, and characterized by offering 4 or more years of work of a type normally creditable toward a bachelor's or higher degree (or equivalent award, such as ecclesiastic recognition in a theological institution). The curriculum may be either in the liberal arts and sciences or in one or more professional fields, or in both categories. Also included as 4-year institutions are those independently organized graduate or professional schools which offer the terminal years of work (beyond 2 or more years of undergraduate preparation) required for graduate or professional degrees. Four-year institutions include (a) universities, (b) liberal arts colleges, and (c) independently organized graduate or professional schools. In addition to work of a type normally creditable toward a bachelor's or higher degree, 4-year institutions may also offer other types of instruction; e.g., courses in general education and adult education, short courses, occupational curriculums leading to an associate degree, etc. It is recognized that there are many institutions whose names do not indicate their type. See *Liberal Arts College; Professional School; Teacher's College; Technological School; University.*

FRATERNITY. A group of male students associated through com-

mon interests, either social or professional. The students may or may not share common living quarters. A fraternity is usually designated by means of Greek initial letters and has secret ritual. It often is affiliated with other chapters on a national basis. Historically the term *fraternity* has also been used to designate social groups now known as sororities.[1]

FRATERNITY, HONORARY. A fraternity for which students qualify by meeting certain scholastic, and sometimes social or service, standards.[1]

FRATERNITY, PROFESSIONAL. A specialized fraternity that limits its student membership to a specific professional discipline, maintains essentially exclusive membership in that field, and organizes its group life specifically to promote professional competency and achievement within its field. Chapters are established in colleges and universities offering courses leading to recognized degrees in the given field, such as dentistry, education, law, or journalism.[1]

FREE ELECTIVE. See *Elective.*

FRESHMAN. See *Year Level, Student.*

FRESHMAN WEEK. See *Orientation.*

FULL-TIME STUDENT. See *Student, Full-Time.*

FULL-TIME EQUIVALENT STUDENT. See *Enrollment, Full-Time Equivalent.*

G

GENERAL EDUCATION. (1) Those areas of learning which are deemed to be the common experience of all "educated" persons. (2) Education gained through dealing with the personal and social problems with which all are confronted.[1]

GIFTED STUDENT. A student possessing high skill or intellectual ability.

GOOD STANDING. The status of a student who is not on probation and is eligible to continue in or return to the institution. See *Honorable Withdrawal.*

GPA. See *Grade Point Average.*

GRADE. A rating or evaluation of a student's achievement. Most frequently it is expressed on a letter scale or in percentages. Grades of A, B, C, D correspond in a general way to the terms excellent, good, fair, lowest passing quality. "F" represents failure and is unacceptable for credit in the course. Other grades sometimes used are Passing, Satisfactory, Unsatisfactory. See also *Grade, Incomplete* or *Condition.*

GRADE, CONDITION. A temporary grade which permits the stu-

[1] See footnote on page 1.

dent to complete assignments and additional work after the close of the term. The final grade assigned is usually D or F.

GRADE, INCOMPLETE. A grade used when the instructor is not able to give a definite grade for the term in view either of sickness of the student or of some other justifiable delay in the completion of certain work. A permanent grade for the term is recorded when the work has been completed.

GRADE POINT. The numerical value assigned to a letter grade in order to provide a basis for quantitative determination of a grade-point average; most common usage is A=4, B=3, C=2, D=1, F=0. The total grade points earned in a course are found by multiplying the numeric equivalent of the letter grade by the hours of credit in the course (i.e., in a 5-credit course in which a grade of A is earned, a total of 20 grade points is assigned). See also *Grade-Point Average.*

GRADE-POINT AVERAGE. A measure of scholastic performance over a set of courses obtained by dividing the sum of the grade points earned by the total number of hours of course work attempted in the set for which GPA is assigned.

GRADE REPORT. (1) The instructor's evaluation of the quality of work done by a student during a specified period of time in a specific course; (2) the official notification to a student reporting his courses and grades at the end of a period of instruction. It may include term and cumulative totals of hours, grade points, averages, etc., reflecting his academic standing. Copies of the notification are sometimes sent to the student's parents, adviser, and other individuals or agencies authorized to receive such information. These end-of term evaluations become a part of the student's permanent academic record.

GRADUATE SCHOOL. See *School, Graduate.*

GRADUATE SCHOOL ADMISSION. See *Admission to Graduate Standing.*

GRADUATE STUDENT. See *Student, Graduate.*

GRADUATION. (1) The process of receiving formal recognition from a college or university, usually by the granting of a degree, for having completed a program of study; (2) the ceremony at which degrees are conferred. Synonym: Commencement.[1]

GRADUATION, STATEMENT OF. Official certification that a student has been awarded a degree. On a transcript the statement of graduation names the degree or degrees awarded by the issuing institution, including date and major field of each.

GRADUATION CHECK. See *Degree Check.*

GRADUATION REQUIREMENTS. See *Degree Requirements, Contractual Relationship; Degree Requirements.*

GRANT-IN-AID. (1) A gift of money made to a student in need of

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[1] See footnote on page 1.

financial aid and believed capable of meeting academic requirements. It does not imply academic distinction; (2) a gift of money made without regard to academic excellence to a student who possesses certain talents sought or valued by an institution, as "athletic grant-in-aid," "music grant-in-aid," etc. The award for special talent usually, although not always, is made without regard to financial need.

GROUP ELECTIVE. See *Elective, Group.*

GUIDANCE, EDUCATIONAL. All activities and use of resources, such as advising, counseling, informational material, tests, visitations, films and classroom discussions, which assist students in making choices related to educational planning and objectives.

GUIDANCE, VOCATIONAL. All activities and use of resources, such as advising, counseling, occupational information, interest and aptitude testing, films, classroom discussions and field visits, etc., which assist students in choosing, preparing for, and entering appropriate occupations.

GUIDANCE PERSONNEL. A term which is widely applied to persons engaged in advising and counseling secondary school students. The term is infrequently used to describe those doing similar work at the college level.

H

HEALTH SERVICES. A program of medical and psychiatric services for students. It may also include an occupational health program for faculty and employees, and maintain environmental health surveillance on the campus. See *Mental Health Service, Environmental Health.*

HIGH SCHOOL. The series of grades beginning with grade ten in some systems and with grade nine in others and extending through grade twelve. See also *School, Secondary; Equivalency Certificate, High School.*

HIGHER ADULT EDUCATION. See *Adult Education, Higher.*

HIGHER EDUCATION, INSTITUTION OF. See *Institution of Higher Education.*

HOLD. An action by a college official withholding permission to register, to have a transcript issued, etc., until the student has fulfilled some delinquent financial or other obligation to the college.

HOME STATE. The State in which the student's permanent residence is located; in general, the State in which he resided immediately prior to his first or initial registration in college. See also *Domicile.*

HONOR POINT. See *Grade Point.*

HONOR ROLL. See *Dean's List.*

HONOR SYSTEM. An agreement by students with representatives of an educational institution to regulate their own conduct according to a defined set of principles. The system was introduced as a form of character development on the theory that students should be responsible for their own conduct.

HONORABLE WITHDRAWAL. The designation given when a student has withdrawn in good standing.

HONORARY SOCIETY. An organization to recognize and improve scholastic standing in an area of interest. Students elected to membership must have achieved outstanding records. An honorary society may be departmental or professional, local or national.

HONORS, GRADUATION. Recognition at graduation of superior academic achievement. Graduation honors based on a student's cumulative average, sometimes in combination with comprehensive examinations, are of several levels; for example, summa cum laude (highest honor or distinction); magna cum laude (high honor or distinction); and cum laude (honor or distinction). Graduation honors may also be awarded for outstanding achievement in an honor program in a particular academic area; for example, honors in English.

HONORS CONVOCATION. An assembly for the recognition of excellence, scholarship, campus achievement, or service.

HONORS COURSE. A course, at high school or college level, that limits enrollment to exceptionally capable students; provides for independent or tutorial work; places greater responsibility for student progress on the student; emphasizes reading and self-instruction; and sometimes frees the student from regular classroom attendance and regular course requirements.[1]

HONORS PROGRAM. A program for superior students involving enrichment of the curriculum and opportunities for acceleration. The honors program may extend through the entire curriculum or be available only to members of a certain class or be offered in single courses.

HOUR. See *Credit Hour; Unit.*

HOURS ATTEMPTED. See *Attempted, Hours or Credits.*

HOUSE PLAN. A system of self-government for a living group, usually consisting of residents on one floor in a residence hall.

I

IDENTIFICATION CARD. See *Student Identification Card.*

IN ABSENTIA PLAN, SENIOR. See *Degree, Combined.*

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[1] See footnote on page 1.

INCOMPLETE GRADE. See *Grade, Incomplete.*

INDEPENDENT STUDY. A program of study with topics or problems chosen by the student with the approval of the department concerned and with the supervision of an instructor. Independent study is often associated with honors courses or programs. See also *Course, Tutorial.*

INDEPENDENT STUDY ABROAD. Academic study outside of the U.S. without reference to a group-study program, sometimes for transfer credit.

IN LOCO PARENTIS. The concept that an institution of higher education serves in lieu of the parents for students living away from home on a college campus.

IN-STATE STUDENT. See *Student, In-State.*

INSTITUTE. (1) An agency established within an institution of higher learning for the purpose of research, study, and instruction in a particular field of work; (2) a formal higher adult education program, involving a series of meetings offering intensive instruction and information in a given field, organized by a planning staff of specialists, and enlisting the assistance of consultants in particular areas of the subject under study.

INSTITUTION OF HIGHER EDUCATION. An institution offering educational programs above the level of the secondary school. Specifically, the term includes 4-year institutions (universities, liberal arts colleges, and independently organized graduate or professional schools), and 2-year institutions (community colleges, junior colleges, technical institutes, and semiprofessional schools).

INSTITUTIONAL RESEARCH. See *Research, Institutional.*

INTEGRATED COURSE. See *Course, Coordinated.*

INTERDISCIPLINARY COURSE. See *Course, Coordinated.*

INTERN. An advanced student in a professional field who is obtaining practical experience under the supervision of an experienced worker.

INTERNATIONAL EDUCATION. International programs to further mutual understanding by means of exchange of instructional materials, techniques, students, teachers, and technicians.

INTERNATIONAL EDUCATION OFFICE. The office in an institution of higher education which coordinates, stimulates, and develops international education. See also *Foreign Student Office.*

INTERNSHIP. Field experience or work in the future employment setting near the end of a student's formal training.

INTERSESSION. The period between the end of the academic year and the beginning of the summer session, between the end of the summer session and the beginning of the next academic year, or between semesters, trimesters, or quarters within the academic year.

J

JUNIOR. See *Year Level, Student.*

JUNIOR COLLEGE. (1) A 2-year institution of higher education. A junior college may offer only a transfer or university-parallel curriculum, but more often also an occupational curriculum and other types of curriculum such as general education, adult education, short courses, and special lectures. When the 2-year institution offers the comprehensive curriculum described above, it may also be referred to as a community college. The term *junior college* generally refers to an independently organized institution (public or private), or to one which is part of a public school system (city, county, or State). It does not refer to the lower division of a 4-year institution, even if the lower division is on an entirely different campus from the parent institution (such an off-campus division would constitute a branch campus or extension center). (2) Loosely, any post-high school two-year educational institution. See *Community College.*

L

LAND-GRANT COLLEGE. An institution organized under the provision of the Morrill Act of 1862. This act provided for grants of public lands for support of higher education primarily in agriculture and the mechanical arts.

LEAVE OF ABSENCE, STUDENT. A formal status signifying that a student who is not currently enrolled is in good standing and eligible to return at a specified date. See *Readmission.*

LECTURE SERIES. A program format in higher adult education consisting of a series of lectures built around a common theme, which may or may not be offered for credit; if offered for credit, the series may or may not be supplemented by one or more credit sessions under the direction of an instructor. Lectures as a rule are coordinated by an academic specialist, and may be given by one or more lecturers in academic or professional fields related to the subject under study. The series is often augmented by audiovisual presentations, or demonstrations by performers or other specialists. Although attendance for the entire series is usually encouraged, attendance at individual lectures is often permitted.

LEGACY. The term frequently used to describe the son or daughter of an alumnus.

LIBERAL ARTS COLLEGE. (1) An institution of higher education in which the principal emphasis is on a program of liberal or gen-

eral undergraduate education leading to an A.B. or B.S. degree. Preprofessional and professional training may be offered, but not with primary emphasis. Some liberal arts colleges may also confer the master's degree—generally in only a limited number of fields, seldom in a professional field; (2) one of the major divisions of a university comprising various components offering liberal arts or non-professional subjects.

LOAD, EXCESS. See *Load, Student.*

LOAD, NORMAL STUDENT. See *Load, Student.*

LOAD, STUDENT. The number of credit hours attempted by a student in a given term. The normal student load is the number of hours required for graduation divided by the number of terms normally required for graduation. The normal student load falls within limits describing the minimum and maximum loads for a full-time student. Permission may be required to take a load beyond the maximum or below the minimum. See *Student, Full-time.*

LOAD REQUIREMENT (FOREIGN STUDENTS). The number of credit hours a foreign student on an F-1 visa is required to carry. Normally a minimum full-time program is defined as twelve hours for undergraduates and nine hours for graduates. The institution determines the exact meaning for each student.

LOAN, STUDENT. A financial aid to a student which has the requirement that all or part of the amount advanced shall be repaid at a specific future time generally following graduation or withdrawal. See also *Financial Aid.*

LOAN COMMITMENT. A term used to indicate a formal agreement on the part of the institution to make money available to a student in a given amount at a given time.

LOWER DIVISION. The freshman and sophomore years of a baccalaureate degree program. At some institutions of higher education the lower division is an administrative unit organized to provide the general education portion of a student's curriculum in the first two years of a 4-year program, as distinguished from the upper division where specialization occurs. See also *Year Level, Student.*

M

MAJOR. The student's field of primary academic emphasis. The field of concentration may fall within a single department of instruction, or may overlap several departments. In the latter case the major is described as a combination major. The term is generally synonymous with field of concentration or field of specialization.

MASTER'S DEGREE. See *Degree, Master's.*

MATRICULATION. The first registration following admission as a classified student.

MATRICULATION FEE. See *Fee, Matriculation.*

MEDICAL DISQUALIFICATION. See *Disqualification, Medical.*

MENTAL HEALTH SERVICE. A medical program for the prevention and treatment of mental and emotional disorders. In addition to the psychiatrist, who is the medical specialist in mental illness, the service may employ the team concept, using the services of the clinical psychologist and the psychiatric social worker.

MINOR. The student's field of secondary academic emphasis.

MORTALITY, STUDENT. The rate or amount of student attrition. See *Attrition, Drop Out, Retention Rate.*

N

NEED ANALYSIS. The study of the student's total financial resources, ordinarily including his parent's income, assets, expenses, and liabilities, as well as his own income, assets, and earning power, to determine the amount of money available from these sources for his education as compared to student costs. Need analysis is sometimes called financial need computation. A student's financial need may be reassessed annually. See *Student Costs.*

NEW STUDENT ORIENTATION. See *Orientation.*

O

OCCUPATIONAL CURRICULUM. See *Curriculum, Occupational.*

OFF-CAMPUS CENTER. See *Extension Center.*

OPEN-ENDED CURRICULUM. See *Curriculum, Open-Ended.*

ORIENTATION. The process of preparing students to make the most beneficial transition from one institution or level to another. The term is generally used to designate both a short program for students new to college and a continuing program during the students' first year in college. In the short program entering students are made familiar with the aims of higher education and the ideals and traditions of the college. It is also a period of educational advising, involving course planning which may be based partly on tests and examinations given during the orientation period. Continuing orientation is a program, usually of one semester duration, sometimes embodied in an orientation course, that has for its aim helping the student to make a successful adjustment to college and to profit most from the experience.

Specialized orientation programs are sometimes provided to meet the needs of students in or anticipating a cross-cultural experience. Such orientation may be presented at different times: predeparture (given before leaving their home country), on arrival (given immediately after entry), ongoing (given periodically at appropriate times during the sojourn), and prereturn (given before the student returns to his country). Orientation content often includes introduction to the U.S. Educational System and U.S. social customs and practices and values as well as an introduction to the local institution. Prereturn orientation is designed to assist the foreign student to re-enter his own society more comfortably.

P

PARENT'S CONFIDENTIAL STATEMENT. A form, often required of financial aid applicants, supplying sufficient financial data to enable an institution to determine the aid applicant's financial need. Typically the data include student resources, parental income and assets, income tax paid, and unusual expenses and liabilities.

PART-TIME STUDENT. See *Student, Part-Time*

PERMANENT ACADEMIC RECORD. See *Record, Official Educational.*

PETITION. A formal written request by a student for an exception to an institutional policy or regulation.

PLACEMENT. (1) The decision to place a student in the appropriate course or section on the basis of his proficiency in the subject matter. Placement may or may not involve credit. Criteria for placement include scores on institutional placement tests, scores on standardized aptitude or achievement tests, and years and content of high school instruction in the subject. The term is also applied to the assignment of transfer students in a sequence of courses on the basis of credit awarded for previous college work; (2) the activities of various college offices designed to assist the student or the alumnus in his investigation of and preparation for career possibilities.

PLACEMENT: ADMINISTRATIVE ARRANGEMENTS.

1. *Decentralized Placement.* An administrative arrangement which provides for separate career counseling and planning services and facilities for graduates of the varied schools or colleges of an educational institution.

2. *Coordinated Decentralized Placement.* An administrative arrangement which provides for separate career counseling and planning services and facilities for graduates of the varied schools or colleges or an educational institution. To eliminate duplication in campus visit arrangements, a coordinator or coordinating committee

plans schedules so that employer representatives may during one campus visit interview prospective employees in all fields for which candidates are sought.

3. *Centralized Placement.* An administrative arrangement which functions from one office, with responsibility for registering and assisting graduates of all fields of study in the college or university in their investigations of and preparation for career possibilities.

PLACEMENT FILE. The placement credentials of a student or alumnus, registered with the placement office of his college or university. The file is also known as a dossier. The file is considered active when the person is seeking employment; inactive when otherwise.

PLACEMENT OFFICE. The college or university service, frequently a part of student personnel services, responsible for assisting students and alumni in their investigations of and preparation for career possibilities. The office, which is the major point of contact for employers seeking candidates among students and/or alumni, maintains the student's placement file, active and inactive, and refers candidates to prospective employers and positions to candidates. It provides relevant information with respect to the next step the student may take in pursuit of his career objectives; e.g., educational advising, military opportunities, etc.

POSTDOCTORAL STUDY. Research work or study beyond the doctor's degree on projects which are generally financed wholly or in part by foundation grants and fellowships.

POSTGRADUATE PROFESSIONAL CREDIT. See *Credit, Professional.*

POSTGRADUATE PROFESSIONAL STUDY. See *Study, Postgraduate.*

POSTGRADUATE STUDY. Study carried on by practicing members of a profession, usually in relatively short courses, as a means of keeping abreast of developments which directly affect them, rather than study of longer duration undertaken for the purpose of obtaining a higher degree, which is more correctly designated Graduate Study.

PRACTICUM. A course of instruction aimed at closely relating the study of theory and practical experience, both usually being carried on simultaneously. The practicum is an academic exercise consisting of study and practical work.

PREDICTED GRADE-POINT AVERAGE. A prediction of academic success used in admissions and counseling at some institutions. A predicted average formula arrives at the expected first-year achievement of a prospective freshman by comparing his qualifications to those of a random sample of freshmen from a previous year and by assuming that his performance should approximate the performance

of students similarly prepared. High school class rank or grade average and aptitude are the most common factors used in predicting success. Other factors include counselors' recommendations, achievement test scores, and high school index.

PREENROLLMENT. See *Registration.*

PREREGISTRATION. See *Registration.*

PREREQUISITE. See *Course Prerequisite.*

PRIVATE SCHOOL. See *School, Private.*

PRIVILEGED COMMUNICATION. Information about a student in an official file which has been given in confidence and which is to be treated with discretion in accordance with ethical, moral, and legal considerations. See also *Confidentiality; Records, Confidentiality of.*

PRIZE. A gift, often of money, in recognition of particular distinction in academic work or on a particular project. It is not, ordinarily, regarded as financial aid, nor based on financial need.

PROBATION, ACADEMIC. A status resulting from unsatisfactory scholarship. It is not a penalty but a warning with an opportunity to improve. Academic probation sometimes involves a recommended reduction of student load and interviews for diagnosis of difficulties and for review of progress. Usually the student is required to make specified improvement in his record or incur academic dismissal.

PROBATION, DISCIPLINARY. A status resulting from unsatisfactory conduct apart from academic performance. The student remains enrolled but under stated conditions.

PROBATION, SPECIAL. A probationary status assigned when a student dismissed or suspended for academic reasons is permitted to reenroll. Special probation is removed usually when the student raises his average to the level required for good standing.

PROFESSIONAL DESIGNATION. A nondegree formal award, attesting completion of a sequential program in a given professional field. Similar to a certificate or diploma.

PROFESSIONAL SCHOOL (INDEPENDENTLY ORGANIZED). An institution of higher education which is independently organized –i.e., separately chartered, autonomous, not part of another educational institution–with curriculum(s) limited principally or wholly to instruction leading to degrees in one or more professional fields. Examples of degrees conferred are B.S.Ed.; B.D. (Divinity); B.Mus.; B.F.A. (Fine Arts); B.S.E. (Engineering); D.E.E. (Doctor of Electrical Engineering); LL.B., etc. Note.–In statistical reports by the U.S. Office of Education, independently organized professional schools are generally classified in the following categories: Teachers Colleges, Technological Schools, Theological or Religious Schools, Schools of Arts, and Other Professional Schools. OTHER INDEPENDENTLY ORGANIZED PROFESSIONAL SCHOOLS, as currently used in

statistical reports of the U.S. Office of Education, refers to independently organized professional schools which offer programs directed to one or more fields of professional specialization other than Education, technology (engineering), theology or religion, or the arts. The term includes *independently organized* schools of medicine, law, business, pharmacy, optometry, etc.

PROFICIENCY EXAMINATION. See *Examination, Proficiency.*

Q

QUALITY POINT. See *Grade Point.*

QUARTER. The designation for a term in the quarter-system calendar. Three quarters constitute the academic year. A school year may consist of four quarters. See *Calendar.*

QUARTER HOUR. See *Credit Hour.*

R

RANK, STUDENT. See *Standing, Class.*

READING PERIOD. A scheduled period at the close of a term preceding final examination. Usually the purpose is to provide students with an opportunity to consolidate the materials covered during the term in each course into a significant whole. In some colleges all course assignments must be completed before the beginning of the reading period. In others the period is not for review but for independent study of freshly assigned reading or laboratory work, which assignments are tested in the final examination. During the reading period, instructors are available to assist students in individual conferences or in voluntary group meetings. Usually students are subject to the same residential regulations as during the period of formal instruction.

READMISSION. Approval for enrollment of a former student who has interrupted his attendance for one or more terms of the academic year. See *Leave of Absence, Student; Reinstatement.*

RECORD, ACADEMIC. See *Official Educational Record.*

RECORD, NONACADEMIC. See *Record, Student Personnel.*

RECORD, OFFICIAL DISCIPLINARY. A record of disciplinary proceedings involving a student of the institution. Depending upon the policy of the institution, an entry may or may not be made on the student's official educational record.

RECORD, OFFICIAL EDUCATIONAL. The official document on which is listed the courses attempted, grades and credits earned, and

status achieved by a student. The official educational record is commonly referred to as the permanent academic record.

RECORD, PERMANENT ACADEMIC. See *Record, Official Educational.*

RECORD, STUDENT PERSONNEL. A file which may contain the following: a record of the student's scholastic progress, his extracurricular activities, personal characteristics and experiences, family background, secondary school background, aptitudes, and interests.

RECORDS, CONFIDENTIALITY OF. The right of the student not to have his official educational record or other records released except through his consent or through legal processes. See *Privileged Communication.* See also *Confidentiality.*

REGISTER, THE. See *Catalog.*

REGISTRAR, OFFICE OF THE. An office supporting the educational process by record-keeping. The official educational record is maintained in .his office. Additional functions commonly include the building of the course schedule, the assignment of classrooms, the planning and execution of registration, the certification of the students' enrollments, the issuance of grade reports, the administration of academic regulation, the certification of the students' eligibility to graduate, and the compilation and reporting of statistical data about the institution.

REGISTRATION. (1) The procedure by which students are assigned to class. It includes approval of courses to be taken by the student, organization of sections, and assessment and collection of fees. The term registration and enrollment are generally interchangeable. Preregistration is the plan by which students select courses for a succeeding term and are sectioned well in advance of the official opening date of the term; (2) the total number of different students registered during a given term. In reference to adult education programs, a registration refers to one enrollment in a program. In this context registrations refer only to the number of enrollments, not to individual persons. One student may account for more than one registration.

REGISTRATION, CANCELLED. An action voiding a student's registration during or within a short time after registration. Usually fees are refunded and no entry is made on his official educational record.

REGISTRATION, CONCURRENT. Registration for a course or for courses at one institution while also enrolled at a second institution, or for resident courses and for extension courses at the same institution.

REGISTRATION, DOUBLE. A privilege granted to a senior to enroll for a course in the graduate school while completing his under-

graduate work. The practice is also referred to as *Senior-Graduate Registration.*

REGISTRATION, PROVISIONAL. Permission to attend classes pending completion of some part of the admission or enrollment process. See *Admission, Provisional.*

REGISTRATION, SENIOR-GRADUATE. See *Registration, Double.*

REINSTATEMENT. The act of granting a student permission to re-enter the college following dismissal or suspension. See *Readmission.*

REPORT, PROGRESS. A report of a student's progress in a course before the end of the semester or term. See *Deficiency Report.*

RESEARCH, INSTITUTIONAL. The collection, analysis, and presentation of institutional data upon which informed administrative and faculty decisions can be based. Its primary concern is practical research for the solution of institutional problems through the accumulation and analysis of data.

RESIDENCE, LEGAL. See *Domicile.*

RESIDENCE HALL. A building providing living quarters for students. The residence hall typically offers educational, recreational, and social facilities in addition to the sleeping quarters traditionally associated with the term *dormitory.*

RESIDENTIAL CONFERENCE. See *Conference, Residential.*

RESIDENTIAL CONFERENCE CENTER. A facility incorporating lecture hall(s), smaller rooms, audiovisual equipment especially designed for such meetings as discussion groups, workshops and conferences, etc., and residence accommodations. The facility is administered by an institution of higher education and is designated for use for adult education residential conference programs.

RESTRICTED ELECTIVE. See *Elective.*

RESTRICTIVE ADMISSION. See *Admission, Selective.*

RETENTION RATE. The rate at which students persist in their educational program in an institution, often expressed as the percentage of an entering class which enrolls for each succeeding academic year and graduates within the normal time period.

ROLLING ADMISSION. See *Admission, Rolling.*

S

SCHEDULE, CLASS. A publication containing information on the courses and sections to be offered for a given term, including names of the instructors, days, hours, places of meeting, and credit designations.

SCHEDULE, EXAMINATION. See *Examination Schedule.*

SCHOLARSHIP. (1) The quality of a student's achievement in his studies; (2) a financial grant which does not involve repayment. The

primary reason for the award is the student's performance (or potential for performance) in the educational program of the institution. Financial need may or may not be a consideration in establishing the amount of the award.

SCHOLASTIC ACHIEVEMENT. The degree of success attained by a student in academic endeavor, based on past academic performance or on tests designed to determine mastery of subject matter.

SCHOLASTIC APTITUDE. The potential of a student to succeed academically as measured by tests or by past performance.

SCHOOL. A division within a complex institution, such as the School of Arts and Sciences. The term College is often used to describe such a division. See *Institution of Higher Education.*

SCHOOL, ADVANCED PROFESSIONAL. A semiautonomous unit within a complex institution of higher learning or an independently organized institution usually requiring certain prescribed undergraduate course work for admission and providing a curriculum or curriculums leading to one or more degrees in a professional field.

SCHOOL, ELEMENTARY. A school comprising any combination of grades 1 through 8 or from the preprimary grades to grade 8.

SCHOOL, GRADUATE. An organization, usually a major division of a university, that administers programs for degrees beyond the bachelor's or first professional and which may also have responsibility for administering research programs carried on by faculty members.[1]

SCHOOL, LABORATORY. A school under the direct control of, or closely associated with, a teacher-preparing institution whose facilities may be used for demonstration, participation, experimentation, and student teaching.

SCHOOL, PREPARATORY. Usually a private secondary or postsecondary school preparing students for college.

SCHOOL, PRIVATE. (1) An institution offering programs on the elementary or secondary level which derives its support primarily from private sources; (2) an institution of higher learning under private control.

SCHOOL, PROFESSIONAL. See *Professional School.*

SCHOOL, PUBLIC. A school, usually part of a system, under the control of publicly elected or appointed officials and primarily supported by public funds.

SCHOOL, SECONDARY. The school level that comprises any span of grades beginning with the next grade following the elementary school and ending with or below grade 12, including junior high schools, the different types of high schools, and vocational or trade high schools. See *High School.*

SCHOOL, UNDERGRADUATE. A college or instructional unit of a university offering a curriculum leading to the bachelor's degree.

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[1] See footnote on page 1.

SCHOOL, VOCATIONAL. A school established to provide vocational education for pupils in all attendance units of a school district, or for pupils from several districts within a geographic or legally defined unit.

SCHOOL YEAR. A 12-month period, generally beginning in September. See *Academic Year; Calendar.*

SEAL, INSTITUTIONAL. The official stamp or other device of an institution used to authenticate transcripts and other official records and documents.

SECTION. A subdivision of a course enrollment into 1 or more groups to provide desired class size.

SECTIONING. The assignment of students to sections. See *Section.*

SELECTIVE ADMISSION. See *Admission, Selective.*

SELF-STUDY. See *Survey, Institution.*

SELF-SURVEY. See *Survey, Institution.*

SEMESTER. See *Calendar.*

SEMESTER CREDIT HOUR. See *Credit Hour, Semester.*

SEMESTER HOUR. See *Credit Hour, Semester.*

SEMINAR. A small group of students doing research or advanced study under supervision of a professor.

SENIOR. A student in the last year of an undergraduate degree program. See *Year Level, Student.*

SENIOR-GRADUATE REGISTRATION. See *Registration, Double.*

SEQUENTIAL PROGRAM. In reference to higher adult education, a series of courses, to be taken in sequence as specified, leading to a nondegree formal award such as certificate, diploma, or professional designation.

SERVICE COURSE. See *Course, Service.*

SHORT COURSE. See *Course, Short.*

SOCIETY, HONORARY. See *Honorary Society.*

SOPHOMORE. Usually a student in the second year of an undergraduate degree program. See *Year Level, Student.*

SORORITY. A group of female students associated through common interests, either social or professional. The group may or may not share common living quarters. A sorority is usually designated by means of Greek initial letters and has a secret ritual. It often is affiliated with other chapters on a national basis. See *Fraternity.*

SPECIAL ADMISSION. See *Admission, Special.*

SPECIAL PROBATION. See *Probation, Special.*

SPECIAL STUDENT. See *Student, Special.*

STANDING, ACADEMIC. The status of a student at an institution of higher education based upon his scholastic performance. Normally this status is reported in terms of good standing, academic probation, and academic dismissal.

STANDING, CLASS. The relative numeric position of a student in a defined population of students based upon grade-point averages or some other measure of scholastic achievement. The term *class rank* is also in general use.

STANDING, DISCIPLINARY. The status of a student based upon his conduct as a member of a student body. Normally this status is reported in terms of good standing, disciplinary probation, or disciplinary dismissal.

STATUS. See *Standing, Academic;* and *Standing, Disciplinary; Good Standing.*

STIPEND. The amount of money awarded to a student for a grant-in-aid, scholarship, fellowship, or assistantship.

STUDENT. A person registered in an institution of higher education and pursuing a course of study.

STUDENT, CERTIFICATE- OR DIPLOMA-CREDIT. (1) A student following a curriculum the completion of which is recognized by a certificate or diploma; (2) a student whose immediate educational objective is such that his current program consists wholly or principally of work which, though leading to a certificate or diploma, does *not* lead to an associate or other degree. Sometimes specified, for greater clarity, as a nondegree credit certificate student, or a nondegree credit diploma student.

STUDENT, FIFTH-YEAR. A student enrolled in the last year of a 5-year curriculum leading to a bachelor's degree or a student in the last year of three-two cooperative degree program. See *Year Level, Student; Degree, Combined.*

STUDENT, FIRST-TIME. A student entering an institution of higher education for the first time, who has not previously attended any other institution of higher education.

STUDENT, FOREIGN. See *Foreign Student.*

STUDENT, FULL-TIME. A student who is carrying at least 75% of a normal student load. The normal student-load is the number of credit hours required for graduation divided by the number of terms normally required for graduation. As applied to graduate students, a full-time student is one whose academic load—in terms of course-work or other required activity—is at least 75% of that normally recommended for such students. Time spent by teaching fellows should be included only if such teaching is performed as a requirement for a degree. Employment which is not a part of the prescribed activity for an advanced degree should not be counted as part of the time spent on graduate work.

STUDENT, FULL-TIME EQUIVALENT. See *Enrollment, Full-Time Equivalent.*

STUDENT, GRADUATE. A student who holds the bachelor's degree or first-professional degree (or equivalent) and is enrolled in a program leading to a graduate degree, e.g., Master's; Ed.D.; Ph.D.

STUDENT, HIGHER ADULT EDUCATION. A student enrolled in a higher adult education program.

STUDENT, IN-STATE. One whose permanent residence is in the State of the institution he is attending. At a State institution, this status determines the fee he is asessed. See *Domicile; Domicile, Principles and Practice of.*

STUDENT, LOWER DIVISION. See *Lower Division.*

STUDENT, MIGRANT. See *Student Transfer.*

STUDENT, NONMATRICULATED. See *Student, Special* or *Unclassified.*

STUDENT, NONRESIDENT. A classification of a student for purposes of additional tuition assesument at publicly supported institutions of higher education. (Terms such as *out-of-State student* and *out-of-district student* avoid confusion between the term *nonresident student* as used in this connection and its use to describe a student classification according to type of credit being earned or the student not living on campus.)

STUDENT, OFF-CAMPUS. A student who resides in off-campus housing.

STUDENT, OUT-OF-STATE. A student who migrates from the State of his legal residence to enroll in an institution of higher learning in another State. At publicly supported institutions this student generally pays additional fees.

STUDENT, PART-TIME. A student who carries a course load less than that required of a full-time student. See *Student, Full-Time.*

STUDENT, POSTGRADUATE. A student engaged in post-graduate study. See *Study, Postgraduate.*

STUDENT, PROFESSIONAL. A student enrolled in a professional school. See *Professional School.*

STUDENT, REGULAR. A student who has fulfilled matriculation requirements.

STUDENT, RESIDENT. (1) At a publicly supported institution, a student who is a legal resident of the institution's tax district for purposes of fee assesument. (The terms *in-State student* and *in-district student* avoid the confusion resulting from other meanings of the term *resident student*); (2) a student who resides in campus housing; (3) infrequently, a student classification based on enrollment for courses carrying credit applicable toward a degree.

STUDENT, SPECIAL OR UNCLASSIFIED. A student who is not a candidate for a degree, diploma, certificate or equivalent award although taking courses in regular classes with other students. Special or unclassified student either do not fulfill minimum requirements of entrance as regular students, or, although eligible for degree candidacy, have been formally permitted to take a limited or special selection of courses without regard to requirements for a degree. The term *nonmatriculted* is also used.

STUDENT, TRANSFER. A student who terminates enrollment in one institution and subsequently enrolls in another, usually with advanced standing credit. The term is sometimes applied to students who transfer from one college to another within an institution.

STUDENT, TRANSIENT. See *Admission, Transient.*

STUDENT, UNCLASSIFIED OR SPECIAL. See *Student, Special* or *Unclassified.*

STUDENT, UPPER DIVISION. See *Upper Division.*

STUDENT, UNDERGRADUATE. A student who has not earned a bachelor's degree. The term *undergraduate* includes: all students in bachelor's degree programs which require at least 4 years but not more than 5 years of college work; and students in occupational or general studies programs which require 1, 2, or 3 years of college work and which are designed to prepare for immediate employment or to provide general education rather than the first 1, 2, or 3 years of a bachelor's degree program.

STUDENT ACCOUNTING. The collection, recording, interpreting, and reporting of personal and academic data concerning students.

STUDENT ACTIVITIES. A general term used to denote the total area of student organizations, including all interest groups, living groups, and self-governing agencies which function under the auspices of the institution of higher education. See *Extra Curricular Activity* and *Cocurricular Activity.*

STUDENT ACTIVITIES CARD. A card which entitles the student to procure a ticket or gain admittance to campus activities such as dances, concerts, athletic events and theatrical performances.

STUDENT ACTIVITIES CENTER. A facility which provides services and office space for student organizations and is staffed by those who administer the student activities program. Student activity centers are often located within the college union. See also *Union, College/University.*

STUDENT ACTIVITIES PROGRAM. The program developed by students and faculty which is designed to supplement classroom instruction through opportunities for the further educational, social, cultural and recreational development of the individual, as well as to provide experience in self-government, program planning and involvement in the decision making process of the institution. See *Co-curricular Activity* and *Extra Curricular Activity.*

STUDENT AID. See *Financial Aid.*

STUDENT CENTER. See *Union, College/University.*

STUDENT COSTS. That amount of money required by a student to complete an academic year. It normally includes all of a student's expenses: tuition, fees, room and board, books and supplies, clothes, travel, recreation, and incidentals. As used in financial aid operations, the term implies approval of the student's budget by the institution's financial aid office.

STUDENT GOVERNMENT. Student organizations authorized to exercise jurisdiction in prescribed areas of program development, program management, and student conduct, and to formulate expressions of student opinions and concerns, such as student senate, program council, living-unit councils, and judiciary boards. Student government organizations may have representation on institutional administrative and faculty committees.

STUDENT HANDBOOK. A publication for students which normally contains general information about the institution, including such items as organization, traditions, social policies and procedures, institutional regulations, student activities, and calendar of events.

STUDENT HEALTH SERVICE. See *Health Services.*

STUDENT IDENTIFICATION CARD. A card which identifies an individual as a student at a particular institution. It may contain such information as the name of student, student number, classification in college, home address, date of birth, and signature. It may also include a photograph of the student.

STUDENT LOAD. See *Load, Student.*

STUDENT MIGRATION. The act of moving from a State or region to another State or region for enrollment in an institution of higher learning.

STUDENT MORTALITY. See *Mortality, Student.*

STUDENT ORGANIZATION. An officially recognized student group constituted to perform a particular function or functions in program presentation, self-government, or project management as a part of the total student activities program. Faculty and staff are typically involved as advisers and program participants.

STUDENT ORGANIZATION ADVISER. A member of the college staff assigned by the institution or selected by the student organization with the approval of the appropriate college official to assist students in conducting the affairs and programs of the organization.

STUDENT PERSONNEL SERVICES. The college or university program which assists students, individually and in groups, to take full advantage of the opportunities offered in the academic community. Emphasis is placed upon the student—his needs and aspirations, his intellectual, personal, psychological, social and physical growth—so that he may achieve his own goals and the goals of society as reflected by the particular institution he attends.

STUDENT PUBLICATIONS. Materials written, edited, and managed by students and published under the auspices of the institution. Student publications include yearbooks, newspapers, literary magazines, etc. They are usually administered by a student-faculty publications board or committee and are often associated with the school or department of journalism.

STUDENT RIGHTS. The rights of a student to protection by university policy against abridgment of his academic freedom, improper

disclosure of his records, social discrimination, and violation of his civil liberties and rights of citizenship. See *Confidentiality; Due Process; Privileged Communication; Records, Confidentiality of.*

STUDENT UNION. See *Union, College/University.*

STUDENT VISA. See *Visa, Student.*

STUDY, GRADUATE. A program of study beyond the bachelor's or first-professional degree leading to a graduate degree. Graduate study is oriented primarily toward thoroughness of scholarship and development of proficiency in research.

STUDY, POSTGRADUATE. Study carried on by practicing members of a profession, usually in relatively short courses, as a means of keeping abreast of developments which directly affect them, rather than study of longer duration undertaken for the purpose of obtaining a higher degree, which is more correctly designated as graduate study.

SUBJECT-MATTER REQUIREMENTS. (1) The high school courses which an institution of higher education requires for admission to the institution or to a particular program; (2) used on the college level to distinguish subject matter courses from professional instruction courses in teacher-training programs.

SUMMER SESSION OR SCHOOL. An organized term or terms of instruction during the summer months. On the semester calendar the summer session consists of a term or terms of shorter duration than a semester. On the quarter and trimester calendar the summer term may be of equal length or shorter than the terms in the academic year.

SURVEY, INSTITUTION. Study and evaluation of an institution by a committee. A survey usually consists of a review of the purposes of the college and an appraisal of its program, based often upon established criteria, and it generally results in recommendations for changes and improvements. A self-survey (or self-study) is one conducted by a committee or committees derived from an institution's own faculty and staff, frequently with outside consultants called in. The process is generally accepted as the means for the accreditation or reaccreditation of institutions by the regional accrediting agencies.

SUSPENSION. An involuntary separation of the student from the institution. Suspension differs from dismissal in that it implies or states a time limit when return will be possible. Thus suspension may extend for 1 semester or until a specified date, or until a stated condition is met. Suspension may be for academic or for disciplinary reasons. See *Dismissal; Dismissal, Academic; Dismissal, Disciplinary; Expulsion.*

SYMPOSIUM. An educational format, based on the lecture-hall setting, in which two or more speakers are utilized, to present differing information or points of view on a given subject. Speakers are introduced by a moderator, who (after the individual talks) summarizes

points covered and may open the program to questions from the audience.

T

TEACHERS' COLLEGE. (1) A semi-autonomous unit in a complex institution which has the primary purpose of preparing teachers and other professional personnel for the elementary and secondary schools. Also known as a School of Education or College of Education. (2) A separate institution organized for the same purpose.

TECHNICAL EDUCATION. See *Terminal-Occupational Program.*

TECHNICAL INSTITUTE. An institution offering programs of technological study extending not more than 3 years beyond high school. See *Terminal-Occupational Program.*

TECHNOLOGICAL SCHOOL. A degree-granting institution or a unit within a complex institution which offers specialized programs in science and technology.

TELECOURSE. A televised college-level course which may or may not be taken for credit leading toward a degree or other formal award such as a nondegree certificate or diploma. If offered for credit, the course may or may not be supplemented by one or more face-to-face credit sessions under the direction of an instructor.

TERM. (1) A calendar unit. (2) Division of the school year during which an educational institution is in session; it may designate the summer term or may be used as a synonym for quarter, school term, semester, or trimester. Historically, a term has been any one of the 2 or 3 major periods during which classes were in session, specifically referred to as the fall term, spring term, etc. See *Calendar.*[1]

TERM, SUMMER. See *Summer Session.*

TERM HOUR. See *Credit Hour.*

TERMINAL EDUCATION. Programs offered on the college level, usually vocationally oriented, which are completed in less than 4 academic years.

TERMINAL-OCCUPATIONAL PROGRAM. A program, extending not more than 3 years beyond high school, designed to prepare students for immediate employment in an occupation or cluster of occupations. It is not designed as the equivalent of the first 2 or 3 years of a baccalaureate degree program. Two levels of terminal-occupational programs are recognized: (1) the technical semiprofessional level preparing technicians or semiprofessional personnel in engineering or nonengineering fields; and (2) the craftsman/clerical level training artisans, skilled operators, and clerical

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[1] See footnote on page 1.

workers. Programs of the first type generally require 2 to 3 years and programs of the second type are of somewhat shorter duration.

TEST BATTERY. A group of tests administered to an individual or group of individuals for a particular purpose such as placement.

TESTING. An organized program which involves the selection, administering, scoring, and interpretation of tests. At the college level it may include various tests used for admission, placement, and counseling.

THESIS. A formal treatise presenting the results of study, investigation, or research which is submitted in partial fulfillment of the requirements for an advanced degree. The term is sometimes used interchangeably with *dissertation,* although *dissertation* is more often used to describe the doctoral thesis.

THREE-TWO PLAN. See *Degree, Combined.*

TIME LIMIT FOR COMPLETION OF DEGREE. See *Degree Requirement, Contractual Relationship.*

TRADE AND INDUSTRIAL EDUCATION. See *Terminal-Occupational Program.*

TRADE SCHOOL. See *School, Vocational.*

TRAILER SECTION. A course scheduled for a term following the term in which it normally is offered. A trailer section accommodates new students who enter after the first term, students who have failed the course in a preceding term, and students whose course scheduling otherwise gets out of phase.

TRAINING LABORATORY. A residential higher adult education program, established to provide learning experience to increase the participants' understanding of human relations skills, as well as his ability to analyze personal and group behavior. Opportunity is provided for both presentation of accepted techniques and experimentation with the new.

TRANSCRIPT. A copy of a student's official educational record at an institution of higher education. It becomes an official transcript when the seal of the institution is affixed and the signature of an authorized person is appended. See *Record, Official Educational.*

TRANSCRIPT EVALUATION. The study and appraisal of a transcript of a student's record from another institution to determine eligibility for admission and the advanced placement and credit to be granted.

TRANSFER CREDIT. See *Credit, Transfer.*

TRANSFER CURRICULUM. See *Curriculum, Transfer.*

TRANSFER STUDENT. See *Student, Transfer.*

TRANSIENT STUDENT. See *Admission, Transient.*

TRIAL ADMISSION. See *Admission, Provisional.*

TRIMESTER. The designation for a term in the trimester system calendar. See *Calendar.*

TRUSTEE. A person who serves as a member of a corporate board

which governs an institution of higher learning and which holds its real property in trust. Generally trustees are appointed or elected for a stated period of years though some hold lifetime membership.

TUITION. The amount of money charged each term by an institution of higher education for its instructional services. See also *Fee, Tuition.*

TUITION, NONRESIDENT. See *Fee, Nonresident.*

TUITION, OUT-OF-STATE. See *Fee, Nonresident.*

TUITION REMISSION. See *Fee Waiver.*

TWO-YEAR INSTITUTION. (1) Literally, an institution of higher education offering the first 2 years of college-level work. (2) In common usage a 2-year institution is distinguished from a 4-year institution and is characterized by offering at least 2, but less than 4, years of an organized curriculum leading to a formal award, such as an associate degree, certificate, diploma, or license (depending on the particular curriculum or institution). The curriculum may be of the transfer type (with credits normally transferable at full value toward a bachelor's degree); of terminal-occupational (See *Terminal-Occupational Program*) or open-ended (See *Curriculum, Open-Ended*). Two-year institutions include community colleges, junior colleges, technical institutes, and semiprofessional schools. In addition to organized curriculums, two-year institutions (particularly community and junior colleges) may also offer other types of instruction; e.g., courses in general education and adult education, short courses, and special lectures. It is recognized that there are many institutions whose names do not indicate their type. See *Community College; Junior College; Technical Institute.*

U

UNCLASSIFIED STUDENT. See *Student, Unclassified.*

UNCONDITIONAL ADMISSION. See *Admission, Unconditional.*

UNDERCLASSMAN. See *Lower Division.*

UNDERGRADUATE. See *Student, Undergraduate.*

UNION, COLLEGE/UNIVERSITY. The general campus community center for students, faculty, staff, alumni, and campus guests which usually provides social, cultural, recreational, dining, and service facilities. The union is generally also an organization with a governing board, student-faculty committees, and a professional staff who are engaged in planning and providing a general social-cultural-recreational program for the community life of the institution. The union is sometimes referred to as a center, hall, or house. See also *Student Activities Center.*

UNIT. A measure of educational credit. (1) At the secondary level a

unit generally represents a school year of study in one subject in a class which meets five times a week for 40 or 50-minute recitation periods or the equivalent. In assigning secondary school units, two periods of laboratory, shop, drawing, typewriting, or practice periods not requiring additional study or preparation are regarded as the equivalent of one recitation period. The length of the school year is generally fixed at 36 to 40 weeks. See *Carnegie Unit.* (2) At the college level the measure is based on the term rather than the year, and the unit, a general designation, describes the credit hour in all types of calendars. See *Credit Hour.*

UNIVERSITY. A complex institution of higher education which has as its purposes: (1) instruction, particularly instruction beyond the bachelor's level; (2) research for the discovery of new knowledge and the new application of present knowledge; and (3) service in making its instructional and research capabilities available and useful to society. The university confers advanced degrees as well as bachelor's degrees in a variety of disciplines from the liberal arts and the sciences and it provides at least two degree-granting professional schools that are not exclusively technological.

UNIVERSITY COLLEGE. See *Evening College.*

UNIVERSITY EXTENSION. See *Extension, University.*

UNIVERSITY UNION. See *Union, College/University.*

UPPER DIVISION. That portion of a curriculum beyond the sophomore year in a 4- or 5-year bachelor's degree program. It also refers to those students enrolled in this portion of the curriculum. See *Year Level.*

V

VALIDATION OF CREDIT. See *Credit, Validation of.*

VETERANS' ASSISTANCE. Financial aid made available by the Federal Government to veterans to assist them in the defraying of costs of approved educational programs. The aids currently are authorized by Public Law 89-358, the Veterans Readjustment Benefit Act of 1966, commonly called the "Cold War G.I. Bill"; and, Public Law 89-137, Increase in Vocational Rehabilitation Training Allowance for Service Connected Disabled Veterans. Aid is also made available to children of certain deceased veterans under Public Law 84-634, War Orphans' Educational Assistance Act of 1956.

VISA. A form stamped in the passport issued by American Consuls which authorizes a foreign citizen to enter the United States. There are two types of visas generally issued to foreign students. The "F" visa authorizes nonimmigrant student status usually for a period of 1 year. It may generally be renewed annually as long as the passport

is valid and the student maintains a full course of study. The initial application for this visa must be accompanied by an Immigration and Naturalization I-20 issued by the United States admitting institution.

The "J" visa authorizes exchange visitor status and permits a stay in the United States for study, special research, teaching or postdoctoral work for a specified period of time with a definite program of activities. The "J" visa requires the alien to return to his or a cooperating country for a period of 2 years at the termination of his program before applying for an immigrant visa. Application for the "J" visa is made by the foreign person on submission of Immigration and Naturalization Service DSP-66 issued by the sponsoring institution or agency.

The spouse and children of a "J-1" person or an "F-1" person may enter the United States on a "J-2" or an "F-2" visa.

VISITATION. A visit by an accrediting agency or evaluation committee.

VISITOR. A designation used at some institutions of higher education to identify persons who are permitted to attend a class or classes without the formality of registration. The designation is distinguished from that of auditor since the person is not registered and since no record is made of the class attendance.

VOCATIONAL COUNSELING. See *Counseling, Vocational.*

VOCATIONAL GUIDANCE. See *Guidance, Vocational.*

VOCATIONAL SCHOOL. See *School, Vocational.*

W

WAR ORPHAN ASSISTANCE. See *Veterans' Assistance.*

WARNING, ACADEMIC. An action less stringent than academic probation taken by an institutional authority to caution a student whose academic progress is unsatisfactory.

WARNING, DISCIPLINARY. An action less stringent than disciplinary probation taken by an institutional authority to inform a student that his conduct has not measured up to the institution's expectations.

WITHDRAWAL. The termination of a student's attendance in a class or in all classes before the end of the term. With prior approval of the proper official the termination becomes an official withdrawal and the student's academic performance to the point of termination is evaluated and recorded on his permanent record. Termination without prior approval normally requires that the student be held responsible for his continuing course assignments and consequently to receive failing grades.

WITHDRAWAL, FAILING. The practice of: (1) assessing the student's performance as failing in a class or in all classes at the point of time authorized by an official withdrawal; or (2) assessing the penalty of a failing grade or failing grades to the student at the end of an enrollment period if he terminated attendance without authorization.

WITHDRAWAL, HONORABLE. See *Honorable Withdrawal.*

WITHDRAWAL, INVOLUNTARY OR REQUESTED. Any withdrawal for either academic or disciplinary reasons initiated by institutional authorities. The terms *Academic Dismissal* or *Disciplinary Dismissal* are the recommended designations.

WITHDRAWAL, PASSING. The practice of assessing a student's performance as not failing in a class or in all classes at the point of time authorized by an official withdrawal.

WITHDRAWAL, VOLUNTARY. A termination of attendance in a class or in all classes initiated by a student.

WORKSHOP. An educational program designed to bring together persons interested in a specific field, for cooperative participation in educational experiences, to provide new knowledge and skills, develop plans and programs, and reassess attitudes. Although specialists serve as consultants, the major work in developing learning experience is provided by the participants themselves.

WORK-STUDY PLAN OR PROGRAM. A combination in any of many forms of classroom education and work experience. The plan may involve part of each day or week devoted to employment and part to organized classroom work. Frequently the plan is resorted to as a means of financial assistance, enabling some to attain formal education who would be deprived of the opportunity without this supplement to income. The plan may have as major objectives motivation to and enrichment of learning. (The special application designated as cooperative education is an example.) *Work-Study* may include experience related to disciplines studied but does not preclude employment for such purposes as financial support; development of skills (e.g., in carpentry, drafting, programming, etc.); development of capacity to perform useful work; development of desirable personality traits, etc. The plan is applicable to any level of the educative process after the student is legally of age to engage in gainful employment. See *Cooperative Education.*

Y

YEARBOOK. A publication containing a pictorial and written record of the school year prepared and edited by students of a class or

special group organized for that purpose and published under the auspices of the institution.

YEAR LEVEL, STUDENT. The relative position in which a student is located in his curriculum.

Curriculums requiring more than a year for completion are commonly organized into yearly segments, each requiring the average full-time student a year to finish (the word year refers to academic year, generally organized into two semesters or three quarters). Students in the first year of work of a bachelor's degree program requiring 4 years for completion are classified as freshmen, those in the second year as sophomores, those in the third year as juniors, and those in the last year of a 4-year program are known as seniors.

These yearly concepts are useful statistical classifications. They locate the general position of any student in his curriculum and give valuable information for those who are interested in pipeline studies of manpower in training. However, the increasing complexity and diversity in institutional organization and curricular patterns cause them to be difficult to determine. Contributing to the difficulty are the following:

1. The development of curriculums shorter than and longer than 4 years' duration; 2. The adoption of new academic calendars involving terms other than semesters or quarters; 3. The desires of institutions to operate on a year-round basis; 4. The variations in the amount of load carried by students in a given term; 5. The variations in the number of terms per year attended by students.

In place of the older classifications of freshman, sophomore, junior, and senior, the more general concept of year level is suggested, expressed in ordinal numbers; first year, second year, third year, fourth year, and fifth year, and the like. When the total number of years normally required for an average student to complete a curriculum is different from four, special indication to show this further clarifies the situation.

The year level of a particular student must take into account two kinds of calculations. The first relates to the amount of work that the student has completed which is applicable in the particular curriculum in which he is presently working. The second calculation is the number of years that he has been engaged in study. For an average student carrying a normal full-time load these two calculations yield the same year level. When these two calculations yield different numbers for a given student, greater consideration should be given to the relative position in which the student finds himself in his total curriculum than to the amount of time it has taken him to reach this point.

It should be noted that year level can be computed either ahead from matriculation or backward from graduation.

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